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Handbook Revisions 1987-1988

Bowling Green State University. Administrative Staff Council

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Notes

1. Colored Paper
2. Photocopies

Administrative Staff Handbook
1987-88

Summary of Revisions

This outline summarizes editorial and format changes, clarifications of wording, and updates of university policy information.

Title Page	Change dates.
Index	Revise as appropriate.
Page i	Change <u>in</u> Appendix A to <u>as</u> Appendix A in last line of first paragraph.
Section I Index	Revise as appropriate.
Page 8	Clarification of Contracting Supervisor.
Page 10	Change days from 40 to 44 regarding payment of unused balance of vacation upon termination.
Page 16	<u>Merit Pay and Merit Evaluation</u> -- add statement on merit pay and merit evaluation procedure currently followed by university.
Page 19	Change <u>in</u> Appendix B to <u>as</u> Appendix B in last line of first paragraph.
Page 20	<u>Public Employees Retirement System</u> -- revise to eliminate the reference to a mandatory retirement age.
Page 21	Change <u>in</u> Appendix C to <u>as</u> Appendix C in last line of second paragraph.
Page 22	<u>University Role & Mission Statement</u> -- add statement about the existence of a Role & Mission Statement and refer to its inclusion as a new appendix.
Pages 26 - 29	<u>Benefits in Brief</u> -- make appropriate revisions to hospitalization, major medical, and life insurance to reflect the university's sharing of premiums and add the university-paid prescription drug plan.
Pages 31 - 31.1	<u>Maternity/Paternity/Adoption Leave</u> -- new format for maternity leave; outlines the usual and customary leave as 4-months, incorporates notification procedures, and guarantees position/job title upon return.

Summary of Revisions Continued

Page 33 University Benefits After Retirement -- move
some information regarding retiree fee waiver
from item No. 5 to appropriate item No. 6.

Page 41 Key Replacement Policy -- change "shall" to
will.

Page 44 Change in Appendix D to as Appendix D in last
line of second paragraph.

Page 46 Change in Appendix E to as Appendix E in last
line.

Appendices Index Revise as appropriate.

Page 55 By-Laws of Administrative Staff Council --
changes concerning ASC Chair and approved
leaves from ASC.

Page 70 Add information omitted from original
document under (c) bulletin boards...

Pages 71-83 Inclusion of University Role & Mission
Statement as Appendix F.

Additional typographical errors were corrected and have been indicated as
changed by the date of 7/87 at the bottom of the page.

Major Sections

Section I

CONTRACTUAL RESPONSIBILITIES AND POLICIES

Section II

BENEFITS

Section III

GENERAL POLICIES

The policies of this Handbook apply to all administrative staff members who sign a "Contract for Administrative Staff Employment."

The 1987-88 Handbook was approved by the Board of Trustees on April 10, 1987 and becomes effective for subsequently signed contracts.

Revisions of this Handbook will be recommended annually by a review committee of the Administrative Staff Council in conjunction with the Office of Administrative Staff Personnel Services.

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SECTION I
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ADMINISTRATIVE STAFF COUNCIL

The Administrative Staff Council is an elected body whose purpose is to represent administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies. The Council membership which includes ten percent of all administrative staff is proportionately representative of staff in the President's and Vice Presidents' areas. Meetings are held monthly and minutes are reported in the Monitor. The Administrative Staff Council operates according to its Charter which appears on the following two pages. The By-Laws of the Administrative Staff Council appear as Appendix A.

MICHAEL R. FERRARI AWARD

The Michael R. Ferrari Award is presented to a member of the administrative staff each year. The award recognizes exceptional performance during the year. Innovation and initiative, sensitivity to others, performance "above and beyond" that required by the position, and effective interaction with the University community are some of the attributes considered. Nominations are sought each year for the award recipient. A selection committee composed of administrative staff representing various areas of the University selects the recipient. The award is presented at the annual administrative staff meeting scheduled at the beginning of fall semester.

ADMINISTRATIVE STAFF SCHOLARSHIP

An Administrative Staff Scholarship was initiated in 1985. Each year administrative staff members are asked to contribute annually to this scholarship fund. A selection committee composed of administrative staff members selects a full-time or part-time BGSU student to receive the scholarship based on academic standing and financial need.

CHARTER
BOWLING GREEN STATE UNIVERSITY
ADMINISTRATIVE STAFF COUNCIL

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SECTION I - Name and Representation

All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time Staff Contract shall be defined as Administrative Staff and shall be represented by the Administrative Staff Council.

SECTION II - Purpose of the Administrative Staff Council

The purpose of the Administrative Staff Council shall be to represent Administrative Staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies.

SECTION III - Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of ten percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the Vice Presidential areas of the University. Administrative Staff not reporting to a Vice President shall constitute a separate group that shall be proportionately represented on the Council. The number of members from each area shall be proportional to the number of administrative staff in that area. The apportionment shall be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council shall be for three year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional non-voting ex officio seats may be established.

SECTION IV - Officers and Committees

Officers. Officers of Administrative Staff Council shall be a Chair, a Chair-Elect, and a Secretary. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the full membership. The Chair and Secretary shall serve one-year terms; the Chair-Elect shall serve one year as Chair-Elect and the next year as Chair. The term of office on the Administrative Staff Council shall be extended appropriately for any member elected Chair-Elect. Officers may be removed from office by a two-thirds vote of the full membership.

Duties of the Officers

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The Chair shall preside at all meetings and the Chair (or designate) shall represent the administrative staff to all appropriate bodies and individuals.

The Chair-Elect shall assume all responsibilities of the Chair in case of the Chair's absence or resignation, shall assume the role of Chair at the end of the Chair's term of office, and shall maintain the budget of the Administrative Staff Council.

The Secretary shall maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The Secretary shall assure that the administrative staff is informed of all proceedings of the Administrative Staff Council and the Executive Committee.

The officers of the Administrative Staff Council shall summarize the activities of the Council in an annual report to all members of the administrative staff at the conclusion of each fiscal year.

Committees

1. Executive Committee. The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary and one representative from each Vice Presidential area, elected from the Administrative Staff Council by the full administrative staff membership.
2. Other Committees. Committees shall be appointed by the Executive Committee as the need arises.

SECTION V - Meetings

Meetings of the Administrative Staff Council and the Executive Committee shall be held on a regular basis. A meeting of the entire administrative staff shall be called by the Executive Council at least once a year. Special meetings of the full administrative staff may be called upon the request of a majority of the full membership of the administrative staff or of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings.

SECTION VI - Authorities and Amendments

The Council shall be governed by this Charter, the By-Laws, and other policies and procedures as subsequently approved by the appropriate membership.

This Charter may be amended by a two-thirds vote of the Administrative Staff Council provided that a copy of the amendment has been distributed to the full administrative staff membership at least 30 days prior to the meeting at which the amendment is to be considered.

ADMINISTRATIVE STAFF PERSONNEL SERVICES

The Office of Administrative Staff Personnel Services provides assistance to administrative staff members on employment-related matters. Among the services provided are explaining and interpreting policies and benefits; new employee orientation and processing; exit interviews; retirement counseling; position reviews; counselling staff on personnel matters; maintaining and updating personnel records; and coordinating training and professional development opportunities. Discussions with administrative staff members about employment matters are kept strictly confidential.

Administrative Staff Personnel Services maintains a personnel file on every administrative staff member, except those with faculty rank. Included in the file is information pertaining to the staff member's employment at Bowling Green State University, including contract information and evaluations. Staff members are encouraged to update their files when any change occurs in employment, education, or professional development. In addition, the office is also available to assist departments with recruitment efforts if requested.

Questions about employment matters related to administrative staff members should be addressed to Administrative Staff Personnel Services, Room 910 Administration Building. Questions about insurance benefits are handled by the Insurance Office, Room 10 Shatzel Hall.

Revisions to the Handbook

The Administrative Staff Handbook is revised each year to include current, accurate information about policies, procedures and benefits affecting administrative staff members. The revisions are made effective with the start of each fiscal year.

Only pages with revisions or additions are updated each year. Pages are numbered consecutively throughout the book with the most recent effective date (month and year) in the lower outside corner. If a page must be revised, the new page will have the same page number as the one it replaces. The effective date (month & year) in the lower outside corner will differentiate the old page from the new one.

Example:

AFFIRMATIVE ACTION POLICY

Bowling Green State University affirms its policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in the provision of educational and other services to the public. The University will not discriminate against any person because of race, religion, color, national origin, sex, marital status, age, handicap, or veteran status, and it will not knowingly cooperate with, support, or employ the services of organizations which do not adhere to this policy.

The Affirmative Action Plan of Bowling Green State University is designed to establish the actions of the University in providing equal opportunity to all persons, and in acting affirmatively in instances where such opportunity may be limited. This meets both the spirit and intent of rules and regulations governing affirmative action.

Concerns related to discriminatory practices or the Affirmative Action Plan should be directed to the Office of Affirmative Action, Bowling Green State University.

CODE OF STANDARDS AND RESPONSIBILITIES FOR ADMINISTRATORS

All members of the University community share the responsibility of sustaining the highest principles of professional behavior. Those persons appointed to administrative assignments have the responsibility of promoting a healthy climate for learning and professional growth and of asserting the leadership and support essential to enhancing the University's programs and services. Effective administration promotes an institutional reputation of academic and professional excellence as well as the sound management of institutional resources.

The University follows a participatory model of governance in which numerous administrative decisions are made following consultation with faculty, students, and staff. Administrative behavior that represents dedication to service, openness to disagreement, truth and candor in communication, acceptance of human error in the quest for excellence, tolerance for variations of style, compassion as an essential quality, and reconciliation as an honorable process are all integral to the functioning of a mature university.

It is within this context that a code of standards and responsibilities has been developed. The following statements apply to all persons who hold full-time or part-time administrative assignments or other professional, non-teaching administrative staff appointments:

Responsibilities to the University Community

1. Employment as an administrator at the University should entail the understanding and support of the provisions in the Ohio Revised Code, which set forth the legal bases for the University and for all governance documents and basic

institutional policies approved by the Board of Trustees. Also administrators should protect the legal and financial interests of the University and the State of Ohio through the implementation and monitoring of policies approved by the Board of Trustees, councils, and agencies of the University and the State of Ohio.

2. Administrators should perform their professional responsibilities fairly and impartially.
3. Administrators should not engage in conduct that is dishonest or fraudulent nor should they accept duties, obligations, gifts, or favors of monetary value or engage in private business or professional activities which conflict with the interests and policies of Bowling Green State University and the State of Ohio. The Ohio Ethics Law prohibits exploitation of authority of a University position for personal monetary gain.
4. In public, administrators should clearly distinguish personal opinions from statements reflecting the University's positions and policies.
5. In keeping with the University's Affirmative Action Plan as approved by the Board of Trustees on April 14, 1977, administrators should not discriminate against individuals because of race, color, religion, age, physical impairment, sex, or national origin, and they also should be responsible for eliminating discrimination when it occurs and for establishment of policies to prevent its recurrence.
6. Administrators should maintain the confidentiality of written and oral reports or records transmitted in a confidential context. Such information is to be shared only when required by law or with persons of proper authority.
7. Administrators should be sensitive to the social norms and moral expectations of the community in which they live and should work with an awareness that the public implicitly identifies the University's staff with the institution itself.

Responsibilities to Students

1. Administrators should at all times respect and promote the welfare of students and refrain from relationships that might be perceived as acts that exploit students.
2. Administrators, when interacting with students, should recognize them as developing persons who possess dignity and the potential for self-direction.
3. Administrators should promote and enrich the University's learning environment in response to the academic needs of students and of society-at-large.

- c. Transmission to the private firm, or other use for personal gain, of externally-sponsored work products, results, materials, records or information that are not made generally available. (This would not preclude appropriate licensing arrangements for inventions or consulting on the basis of externally-sponsored research results where there is significant work by the staff member independent of externally-sponsored research/consulting);
 - d. Use for personal gain or other unauthorized use of privileged information acquired in connection with the staff member's externally-sponsored activities. (The term "privileged information" includes medical, requirement or price actions; possible new sites for Government operations; and knowledge of forthcoming programs or of selection of contractors or subcontractors in advance of official announcements.);
 - e. Influence upon the negotiation of contracts relating to the staff member's externally-sponsored research between the University and private organizations with which the administrative staff member has consulting or other significant relationships;
 - f. Acceptance of gratuities or special favors from private organizations with which the University does or may conduct business in connection with an externally-sponsored research/consulting project, or extension of gratuities or special favors to employees of the sponsoring Government agency or private organization under circumstances which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties.
3. Consulting for Government agencies, their contractors, or private organizations.
- a. When the staff member engaged in Government-sponsored research also serves as a consultant to a Federal agency, professional conduct is subject to the provisions of the Conflict of Interest Statutes (18 U.S.C. 202-209 as amended) and the President's Memorandum of May 2, 1963, "Preventing Conflicts of Interest on the Part of Special Government Employees". When a person consults for one or more Government contractors, or prospective contractors, in the same technical

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field as research project, care must be taken to avoid giving advice that may be of questionable objectivity because of its possible bearing on one's other interest.

- b. In undertaking and performing consulting services, a staff member should make full disclosure of such services to the University and to the contractor or private organization insofar as they may appear to relate to the work at the University and to the contractor.

B. University Procedures

1. Reporting of outside employment or interests.

A full-time 12-month administrative staff member may engage in paid consultation provided the consultation will either enhance the staff member's professional growth or will relate to that person's University position and expertise and provided the department director, and appropriate dean, vice-president, or president agree in advance that such activities do not interfere with University responsibilities. Such consultation is limited to no more than five days per year. These five days may be used only for consultation and do not accrue from one year to the next. Vacation time must be utilized for paid consultation beyond five days per year.

2. Distribution of effort.

- a. With the competing demands placed upon the energies of an administrative staff member, the way in which one divides effort among these various functions does not raise ethical questions unless the agency supporting the research is misled in its understanding of the amount of intellectual effort one is actually devoting to the research in question. If the University-approved research agreement proposes that the administrative staff member devote a certain fraction of effort to the externally-sponsored research, or one agrees to assume responsibility for such research, a demonstrable relationship between the indicated effort or responsibility and the actual extent of involvement is to be expected.
- b. The administrative staff member shall supply appropriate documentation such that the director of the department may maintain records of the time involved with all outside consulting or research work by the administrative staff member.

3. Reporting of invention

Inventions made by University administrative staff members usually involve contributions by, and consequent interests of, the inventor, the University, and an outside research sponsor. To protect the rights of all three parties, prompt reporting and action are necessary. Any administrative staff member who conceives an invention in the course of research conducted at the University shall report the invention to the Associate Vice President for Research for appropriate action. The allocation of patent rights and division of proceeds, if any, shall be consistent with the existing Patent Policy as approved by the Board of Trustees, and consistent with the terms of any relevant research grant or contract. A copy of the Patent Policy is available in the Office of Administrative Staff Personnel Services.

4. Production of films or instructional materials.

The development and sale or rental of audio-visual or other instructional materials produced by individuals while under University contracts or developmental grants shall be reported to the immediate supervisor and appropriate agreements made to respect the mutual interest of all parties. Such materials remain the property of Bowling Green State University.

CONTRACT INFORMATION

Appointment Information

Administrative staff members shall be advised in writing at the time of initial appointment of the primary responsibility of the position including title, salary, and pay period.

Obligation to the University

An administrative staff member may not accept employment from outside the University that will adversely affect fulfillment of the responsibilities and duties of the assigned position/title.

Continuance/Termination/Release

A. Continuance

Appointments to full-time administrative staff positions will be subject to renewal or non-renewal annually, on a fiscal year basis. It is assumed that a full-time administrative staff member will receive successive annual contracts unless:

1. The contract states the contrary.
2. The University has made the decision not to continue employment and has given timely notification as follows:
 - a. not later than March 1 of the first, second and third years of contract service if appointment is to expire at the end of one of those fiscal years.
 - b. not later than January 1 of any subsequent fiscal year of contract service.

Recommendations for non-renewal (which will include supportive information) will be made by area heads to the appropriate contracting supervisor whether President, appropriate Vice President or Dean.

B. Termination

Termination of the appointment and contract before the end of any contracted term of service shall be referred to as "Termination for Cause" or "Release."

1. Termination for Cause
 - a. An administrative staff member may be terminated for cause during the contract year for the following reasons:
 - i) conviction of a felony;
 - ii) if credentials are proved to be fraudulent;

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- iii) failure to perform duties and services (as identified in the appointed position or title and/or as may be assigned or changed) to the satisfaction of the staff member's immediate supervisor.

2. Dismissal or Suspension

Recommendations for termination for cause noted above shall be sent to the President or appropriate Vice President with appropriate documentation. After a decision for dismissal or suspension is made, written notice shall be given to the staff member involved stating all provisions relating to that notice.

The President or appropriate Vice President may dismiss or suspend the staff member immediately. In the event of a dismissal or suspension, the staff member shall be continued on the payroll for fourteen (14) calendar days following the date of dismissal or suspension. The President or appropriate Vice President may continue the staff member on suspended status with pay through temporary assignment to other job responsibilities until the suspension is resolved. In the event the dismissal or suspension is resolved in the staff member's favor, the staff member shall be entitled to full back pay and benefits if the staff member had been dismissed or suspended without pay.

C. Release

Release may be effected in case of financial exigency, or bona fide discontinuance of a program or departmental/divisional area, and the staff member concerned will be given a minimum of three months written notice; except for the release of persons funded by external grants which shall be contingent upon the availability of said grant funds.

A notice for termination for cause or release is not affected by Section A (Continuance).

EVALUATION PROCEDURE

1. All administrative contract staff should be evaluated each year primarily on the basis of:
 - performance of primary duties
 - performance of occasional duties
 - attainment of agreed upon goals
2. Each Vice President should establish a committee composed of all the administrative staff council representatives of that area to develop a format for written evaluations for the area. Each Vice President and administrative staff council representatives should agree to the format. All formats for written evaluation will include the criteria listed in item (1) above.
3. Within each department or area, a staff member may be evaluated on additional criteria appropriate to the position and agreed to in advance by the staff member and the supervisor. These criteria may include, but are not limited to:

supervisory skills	learning new skills
innovations	University and professional
professional development	service
interpersonal relationships	peer relationships
counseling	research/publications/
awards/honors	presentations
teaching	communication skills
service on governance bodies	student evaluations
facility management	
4. The evaluation process should occur in two steps.
 - A. The staff member and supervisor should meet and accomplish the following:

Review and determine staff member's job description and goals for the next contract period and make any necessary changes to the basic job description.

Based on the above agreements, determine evaluation criteria that will be used to assess the staff member's performance.

The staff member and supervisor will confirm the job description, goals and evaluation criteria in writing.

- B. Before the beginning of the next contract period, the supervisor will provide the staff member with a written evaluation based on the previous agreements and will discuss the evaluation with the staff member. The employee may respond in writing to the evaluation, and this reply will become part of the evaluation.
- 5. The supervisor will send copies of the written evaluation to the Office of Administrative Staff Personnel Services and to the staff member.

POLICY FOR ADMINISTRATIVE STAFF IN GRANT OR EXTERNALLY FUNDED POSITIONS

Administrative staff members in positions funded wholly or in part by grant or other external funds are covered by the policies, procedures, and benefits noted in the Administrative Staff Handbook except that such coverage is contingent upon the availability of said grant/external funds. In particular, continuation of employment is not guaranteed beyond the termination of grant/external funds. Other policies, procedures, and benefits which are provided contingent upon the availability of grant/external funds include, but are not limited to the following:

1. Vacation benefits (including payment of unused balance of no more than 44 days upon termination).
2. Sick leave benefits (including payment for a maximum number of days prescribed by policy upon retirement after 10 years of BGSU service).
3. Consulting release time.
4. PERS - University contribution.
5. Employee and dependent fee waiver.
6. Insurance benefits.
7. Supplemental Retirement Program.
8. Holidays.

Grant/external funds must be set aside each year to cover salary and all benefits that have a direct financial impact on the University. Failure of the grant or external source to provide said funds could result in the termination of employment and/or the curtailment or elimination of certain benefits.

DISCRIMINATION COMPLAINT PROCEDURE

Powling Green State University is committed to providing equal opportunity to all persons without regard to race, religion, color, national origin, sex, marital status, age, handicap, or veteran status. Regardless of University policy or action, however, an administrative staff member may feel discriminated against. In such situations, the University's desire is to have the alleged discrimination complaint resolved as fairly and expeditiously as possible.

An administrative staff member who has a discrimination complaint, and who has unsuccessfully attempted to resolve it at other levels, may contact the Office of Affirmative Action. Administrative staff in the office will attempt to resolve the complaint by discussing it with the complainant, the respondent, and other appropriate persons

who might be helpful in establishing the facts of the case. In all instances, the administrative staff member or anyone providing information on behalf of that person will be assured that no reprisal will occur at any stage as a result of the complaint.

If the complainant is not satisfied with the results of the investigation by the Office of Affirmative Action, a request for a grievance hearing may be made. In the event that the complainant is not satisfied with the results of the hearing, an appeal may be made to the President of the University. The decision of the President is final.

For specific information regarding the University's affirmative action grievance procedures, you may contact the Office of Affirmative Action or refer to Bowling Green State University's Affirmative Action Plan.

GRIEVANCE AND HEARING PROCEDURES

I. Grievance Procedure

A. Purpose

The purpose of the grievance procedure is to ensure the prompt resolution of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. The decision not to continue the contract of an administrative staff member is not grievable, and, therefore, not subject to this procedure.

Complaints dealing with alleged discrimination will be processed according to the provisions of the University's affirmative action plan.

B. Area review committee

The President (or designee) and each vice president will establish a three-member committee to assist in resolving grievances within the vice-presidential area. Committee members will serve for three years except initial appointments which will be staggered one, two, and three years.

The President (or designee) and each vice president will be responsible for establishing procedures for appointing a chair and for designating the time period for serving in this capacity.

C. Initial review and transmittal of grievance

When a complaint arises, the administrative staff member should first attempt to resolve the issue with the immediate supervisor. Efforts in this direction should be documented. If the grievance is not resolved to the staff member's satisfaction, that person may present the

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grievance, in writing, to the chair of the area review committee. This must occur within seven calendar days after the immediate supervisor has rendered a decision as to the resolution of the complaint.

Should the complainant be a member of the hearing panel or should a particular case indicate the potential for a conflict of interest, the appropriate vice president will select a new person to hear the case in question.

The Area Review committee will investigate the grievance, and within fourteen calendar days after its receipt, submit a written recommendation for resolution to the President (or designee) or appropriate vice president. The President (or designee) or Vice President will present a written decision to the staff member within seven calendar days after receipt of the Area Review Committee's report. A copy of the Review Committee's report will also be forwarded to the staff member.

If the complainant identified the potential for a conflict of interest with the vice president, the duties herein delegated to that position will be reassigned as directed by the President.

II. Hearing Procedure

A. Purpose

The purpose of the hearing procedure is to provide for the further review of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. This procedure will be used if resolution of the problem has been unsuccessful at prior levels.

B. Request for hearing

1. If the administrative staff member is not satisfied with the decision rendered at the area review committee level, that person may request that a hearing panel be convened. This request must be made within seven calendar days after receipt of the written decision of the President (or designee) or vice president. The request must be submitted in writing to the President (or designee) or vice president and include the name of one BGSU employee selected by the complainant, who is willing and available to serve as a member of the hearing panel.
2. Within three calendar days after receipt of a request for a hearing, the President (or designee) or vice president will notify the Director of Affirmative Action. Within fourteen calendar days after notification, the Director of Affirmative

The hearing panel will allow for the presentation of evidence limited only by the requirement that, in the panel's judgment, it must be relevant to the case at hand.

Complainant may call witnesses and/or present any documentary evidence.

Prior to testimony of a witness, the chair will administer an oath which will affirm the veracity of the statements. Witnesses may testify either in narrative form or in response to specific questions.

At the conclusion of each witness' testimony offered by the complainant, the respondent will have an opportunity to ask questions. The panel will then be allowed to ask any questions it may have.

Respondent will make an opening statement which will consist of what the respondent will attempt to prove. Respondent may call witnesses and/or present any documentary evidence.

At the conclusion of each witness' testimony offered for the respondent, the complainant will have an opportunity to ask questions. The panel will then be allowed to ask any questions it may have.

Complainant will be allowed to introduce additional evidence or testimony in rebuttal of any newly introduced testimony or evidence brought forward in the respondent's case.

Respondent will be allowed to introduce additional evidence or testimony in rebuttal of any newly introduced testimony or evidence brought forward in the complainant's rebuttal.

Complainant will make closing arguments summarizing the case.

Respondent will make closing arguments summarizing the case.

E. Resolution

The hearing panel will give written notice of its recommended disposition of the complaint, including rationale for the recommendation, to the Director of Affirmative Action. This must occur within seven calendar days after the conclusion of the hearing. (The panel's recommendation will be made by majority vote.)

Copies of the panel's recommendations will be forwarded to the complainant, the respondent, and the President (or designee) or appropriate vice president.

The Director of Affirmative Action will facilitate the process for resolution of the complaint and will insure that the appropriate administrator makes a decision in a timely manner.

F. Appeal

The recommendation of the hearing panel and the decision of the appropriate administrator may be appealed in writing within seven calendar days of the decision, to the President of the University. The President (or designee) will respond in writing to all parties--complainant, respondent, chair of the hearing panel, Director of Affirmative Action, and the appropriate vice president--concerning final disposition of the appeal within fourteen calendar days after receiving the appeal. The President's (or designee's) decision is final.

MERIT PAY AND MERIT EVALUATION

Bowling Green State University implements a split salary increase procedure. Sixty percent of the increase percentage approved annually by the Board of Trustees is an across the board increase. Forty percent of the approved amount is awarded on the basis of meritorious performance. The merit evaluation and awarding procedure is determined by the presidential or vice presidential area. Administrative staff members are encouraged to be aware of the procedures incorporated within their area. For detailed information contact your vice president.

NEPOTISM

In keeping with good personnel management procedures and to guarantee equal employment opportunities to all, applicants may not be hired for or promoted into positions in which they would supervise or be subject to the immediate supervision of a member of their immediate family. This policy will be upheld regardless of the sex of the relatives involved and will be equally applied to both males and females.

For more specific information relative to nepotism, you may contact the Office of Affirmative Action.

THE OHIO ETHICS LAW (General Assembly of Ohio, 1973)

The Ohio Ethics Law was enacted in 1973 by the General Assembly to insure the integrity of government and to improve public confidence in government officials and employees. The following 11 points describe the major provisions of the law:

1. CONFLICT OF INTEREST. The Ethics Law guards against public officials and employees who would misuse their positions for personal gain or benefit.

Section 102.03 of the Revised Code prohibits persons appointed to or employed by a public agency now or within the past year from appearing before that agency in a representative capacity, the so-called "revolving door." The section also prohibits the disclosure or use for profit of confidential information acquired during public service, and restricts participation in license or rate-making proceedings where personal benefits might be derived. In addition, the section prohibits public servants from using their positions to secure anything of value for themselves.

Section 102.04 prohibits public servants, whether elected, appointed, or employed, from appearing before or selling goods and services to other agencies within the same governmental entity. The section does, however, exempt non-elected public officials and employees from the prohibition if they first declare their intent in the form of a statement filed with both the agency with which they serve and the agency with which the business is to be conducted.

2. INVESTIGATIONS. The Commission responds to complaints and conducts its own investigations into alleged conflicts of interest.
3. CONFIDENTIALITY. All matters concerning investigations are confidential. If, after a hearing, a complaint is dismissed, the accused person may ask that the matter be made public.
4. HEARINGS. The Commission conducts hearings on complaints filed with it after it has been determined that the complaint is not frivolous and that there is reasonable cause to believe the facts as alleged would constitute a violation.
5. REPORT OF FINDINGS. If the Commission finds, based on a preponderance of the evidence, that a public official has violated the Ethics Law, the evidence is turned over to the appropriate prosecuting authority.
6. PENALTIES. Persons found guilty under the Ohio Ethics Law may be fined a maximum of \$1,000 or imprisoned up to six months or both. Persons required to file a financial disclosure statement but who fail to do so, face a maximum fine of \$250 and up to 30 days imprisonment.
7. FINANCIAL DISCLOSURE. All candidates for public office, except those running for village, township, or school board office, and all elected officials, except those holding village, township, or school board office, are required to file a financial disclosure statement with the appropriate ethics commission each year. Also, certain appointed state

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officials are required to file a disclosure statement. The statement requires that sources of income and other financial interests are disclosed. Most public officials are required to file with their respective Ethics Commission by April 15 of each year. Candidates are required to file 30 days prior to the first election in which they appear. Statements are available from any county board of elections or from the Commission.

8. PUBLIC INSPECTION. Financial disclosure statements on file with the Commission are open to public inspection and copies are available on written request.
9. SPECIAL RULES. The Ohio Ethics Commission has adopted two rules under its rule-making authority, which extend the financial disclosure filing requirement to certain classes of public officials. The first such rule, EC-2, requires the chief administrative officers of about 100 state boards, commissions and other agencies to file an annual statement. The second rule, EC-3, requires the members of the same boards, commissions and other agencies to file a disclosure statement.
10. FOUR ETHICS COMMISSIONS. The administration of the Ohio Ethics Law is entrusted to four separate agencies, each having a distinct jurisdiction. The House Legislative Ethics Committee and the Senate Legislative Ethics Committee are concerned with candidates for and members and employees of the General Assembly. The Supreme Court Board of Commissioners on Grievances and Discipline is concerned with judicial officers, employees, and candidates for judicial office. The Ohio Ethics Commission has jurisdiction over all other public officials, employees and candidates for public office under the purview of Chapter 102. of the Revised Code.
11. ADVISORY OPINIONS. The Commission issues advisory opinions in response to questions relating to ethics, conflicts of interest and financial disclosure.

RACIAL AND ETHNIC HARASSMENT POLICY

The policy of Bowling Green State University is that racial and ethnic harassment will not be condoned. Moreover, the University will use its influence to encourage the community-at-large to treat its students, faculty and staff and affiliated visitors consistent with the principles of this policy. The policy is in keeping with the spirit and intent of federal, state, municipal and university guidelines governing racial discrimination. A copy of the Racial and Ethnic Harassment Policy is included in as Appendix B.

RESIGNATIONS AND EXIT INTERVIEWS

A. An administrative staff member who resigns from the University should:

- 1) Give the immediate supervisor a minimum of one-month written notice before the effective date of resignation; a copy of the notice should be sent to Administrative Staff Personnel Services.
- 2) Leave a forwarding address with the Office of Administrative Staff Personnel Services. This information would be used only in the event that it would be necessary to contact the employee subsequent to resignation.
- 3) Schedule an exit interview with the Office of Administrative Staff Personnel Services.

Staff members who are retiring should also follow this procedure.

E. The exit interview conducted by a staff member in Administrative Staff Personnel Services includes a review of the status of insurance, retirement, and other benefits upon termination, and instructions about the return of identification cards, parking decals, keys, and other property belonging to Bowling Green State University.

A fee may be deducted from the staff member's last payroll check in the event that University identification cards, keys, and parking decals are not returned. Failure to return other University property will be dealt with on a case-by-case basis (See also Key Regulations).

C. It is the responsibility of the staff member's immediate supervisor to verify the unused sick leave balance for the staff member at time of termination and forward that information to the Office of Administrative Staff Personnel Services. In addition, the supervisor should inform the President or appropriate vice president or dean of the date of termination and balance of unused vacation time to be paid to the staff member so that steps can be taken to remove the person from the payroll.

PUBLIC EMPLOYEES RETIREMENT SYSTEM

All administrative staff members are required by law to participate in the Ohio Public Employees Retirement System. Staff members contribute 8.5% of gross salary, and the University as the employer, contributes 13.71% of each staff member's annual earnings to PERS. The University picks up payment of the employee's 8.5% share. For purposes of State and Federal income taxes, this 8.5% is excluded from the employee's taxable income. It becomes taxable upon claiming the funds after retirement or upon the optional withdrawal of the account when a person leaves PERS sponsored employment. Members are eligible to retire at age 60 with five years of service, at age 55 with 25 years of service, or at any age with 30 years of service. Anytime prior to retirement, accrued contributions may be withdrawn at time of termination of contract. The law requires that three months must elapse from the date the employer certifies that the member left public employment before the refund is made.

Staff members may purchase up to five years of out-of-state or federal civil service for retirement credit provided they have an equivalent amount of retirement credit with an Ohio Retirement system. One advantage of purchasing out-of-state or federal service credit is to increase Ohio retirement monthly benefits.

Staff members who completed a tour of active duty before July 1, 1973, may purchase up to five years of military service for retirement credit provided they have an equivalent amount of service credit with an Ohio retirement system. Career military retirees are exempt from this provision.

Administrative staff members who are on a University-approved leave of absence may be able to purchase a maximum of one year of PERS service credit after they have returned to full-time University service for at least one year.

Administrative Staff Personnel Services is available to assist staff members who are planning to retire or who have general questions about PERS and the retirement process. Administrative staff members are encouraged to visit the Office of Administrative Staff Personnel Services at least three months prior to a planned retirement date for a pre-retirement interview. In addition, for details on any PERS policies you may contact PERS directly:

Public Employees Retirement System
277 East Town Street
Columbus, OH 43215
Phone: (614) 466-2085

For administrative staff who have prior credit in or belong to STRS, questions may be addressed to:

State Teachers Retirement System
275 East Broad Street
Columbus, OH 43215
Phone: (614) 227-4090

SEXUAL HARASSMENT POLICY

It is the policy of Bowling Green State University that sexual harassment will not be condoned. This policy applies equally to faculty, administrative staff, classified staff, and students, and is in keeping with the spirit and intent of guidelines on discrimination because of sex. It is expected that each administrative staff member will make good faith efforts to insure adherence to this policy within that person's area of responsibility. Further, it is the responsibility of administrative staff members to discourage sexual harassment, report such incidents to the Office of Affirmative Action, and cooperate in any investigation which might result.

Concerns related to sexual harassment should be directed to the Office of Affirmative Action, Bowling Green State University. A copy of the Sexual Harassment Policy is included in as Appendix C.

UNEMPLOYMENT COMPENSATION

Employment at Bowling Green State University is covered under the Unemployment Compensation Act which may provide income if the unemployment comes through no fault of the administrative staff member and if the staff member is available and seeking work. Should one become unemployed for any reason, the local Bureau of Employment Services should be contacted. If suitable work is unavailable, one may qualify for unemployment compensation. Further information may be obtained from the Office of Personnel Support Services.

Procedures of Application

1. When an application is made by a former administrative staff member for unemployment insurance and the Office of Personnel Support Services is notified by the Bureau of Employment Services, the Office of Administrative Staff Personnel Services will be informed of the application. Personnel Support Services will also seek information from the Office of Administrative Staff Personnel Services concerning the individual's current employment status. If the administrative staff member in question has always been on a term or temporary appointment, Administrative Staff Personnel Services will inform Personnel Support Services that the termination of employment is due to the lack of availability of further work, i.e., appropriate for unemployment compensation.
2. If the termination of employment was voluntary on the part of the administrative staff member, Administrative Staff Personnel Services will so inform the Office of Personnel Support Services. In such a case, unemployment compensation is not permissible. If the termination is

related to some cause in which the administrative staff member has no responsibility for the outcome (e.g., staffing reduction), the Office of Administrative Staff Personnel Services will so inform the Office of Personnel Support Services and endorse the payment of unemployment compensation.

3. In any case where the Director of Personnel Support Services disagrees with the payment of unemployment compensation to a former administrative staff member, the Director will bring the matter to the attention of the Director of Administrative Staff Personnel Services and the appropriate area director or vice president for review.

UNIVERSITY ROLE & MISSION STATEMENT

Bowling Green State University is committed to a set of mutually agreed upon goals and purposes. This statement is referred to as the University Role and Mission Statement. All University personnel are encouraged to develop and fulfill objectives which will result in the attainment of the goals within this statement. All administrative staff members are urged to be familiar with this important document. The University Role and Mission Statement appears as Appendix F.

FEE WAIVER POLICY (EGSU Trustees, 1976, Revised July 23, 1982, December 10, 1982).

The policy governing benefits for administrative staff members shall be as follows:

I. Full-time Employee

- A. Eligibility. For the purposes of this policy, a full-time administrative staff member is one who works 40 hours a week on a regular schedule and is employed full-time for a minimum of nine months a year (including an individual employed full-time at the University but compensated by another agency such as ROTC or a granting agency).
- B. Benefit. Full-time employees may enroll in four courses each year, not to exceed two courses per academic term,* on either an audit or credit basis, without payment of the instructional or general fees if:
 - 1. The employee initiates a request via a fee waiver form. These forms are available in the Office of Administrative Staff Personnel Services (911 Administration Building).
 - 2. The employee's supervisor certifies that the employee's enrollment will not interfere with the discharge of duties as a University employee.**
 - 3. The employee's enrollment in the course is approved by the appropriate academic dean or area administrator who will then forward the fee waiver form to Office of Administrative Staff Personnel Services for processing.
 - 4. The employee's enrollment will not prevent a regularly registered student from attending the class section.
 - 5. The employee enrolls for the course through the Office of Registration and Records.
- C. Reciprocity. An agreement exists between Bowling Green State University (EGSU) and the University of Toledo (UT) whereby full-time employees of one University may take courses, with a fee waiver, at the other University. This arrangement covers full-time employees only and does not include waivers for dependents. The following conditions apply:
 - 1. The employee must be properly admitted as an undergraduate or graduate student at UT before registering for courses.

- 2.
2. Fee waiver forms must be filed and approved. These forms are available in the Office of Administrative Staff Personnel Services.

D. Continuing Education Courses. Administrative Staff members are entitled to a 20% discount on registration for some non-credit courses and conferences offered through the Office of Continuing Education.

II. Part-time Employee

A. Eligibility. A part-time administrative staff member is one who works less than 40 hours a week on a regular schedule and whose contract indicates part-time status. Part-time administrative staff who have completed the equivalent of one full year of service at Bowling Green State University (2080 hours or twelve full months) are eligible for an employee fee waiver.

B. Benefit. The fee waiver benefit is prorated according to the percentage of time an employee works. Staff with contracts of 75% - 99% are eligible for three courses per year; staff with contracts of 50% - 75% are eligible for two courses per year; staff with contracts of 25% - 49% are eligible for one course per year.

1. The fee waiver benefit allows part-time staff members to enroll in courses, not to exceed two per academic term, on either an audit or credit basis without payment of instructional or general fees according to the same restrictions noted for full-time staff. (cf. conditions * **).

III. Spouse/Child

A. Eligibility. The child, children, and/or cohabitant spouse of a full-time administrative staff member who has completed three years of full-time service at Bowling Green State University is able to receive fee waiver benefits provided that:

1. The individual to receive the fee waiver is eligible to be considered a personal exemption under the provision of Section 151 of the Internal Revenue Code or
2. In the case of a natural or adopted child who is not claimed by the employee for Federal tax purposes under IRS regulations, the earnings of the child are less than \$1,000 in any calendar year and the employee-parent provides \$1,200 or more of support in any calendar year. An employee must certify in a notarized statement that the eligibility conditions are met under provision (2).

3. An employee must initiate a fee waiver form--available in the Office of Administrative Staff Personnel Services--to receive benefits for his or her spouse or child.

B. Benefit. The child or spouse of an employee may enroll as a full-time or part-time student without payment of instructional fees. The student may attend classes at the main campus or at any off-campus branch or center. The student will pay the general fee and other course fees or charges.

IV. Widow/Widower or Child of a Deceased Administrative Staff Member

A. Eligibility. The widow/widower or child of a deceased full-time administrative staff member is able to receive fee waiver benefits provided that:

1. The individual was eligible to be considered a personal exemption under provision of Section 151 of the Internal Revenue Code or
2. In the case of a Natural or adopted child who was not claimed by the deceased employee for Federal Tax purposes, the earnings of the child are less than \$1,000 in any calendar year and the deceased employee-parent provided \$1,200 or more of support in any calendar year.
3. The deceased administrative staff member served at Bowling Green State University for three years or more in full-time status.
4. The deceased administrative staff member's appointment at Bowling Green State University was terminated by retirement, death, or sickness which led to death, and for no other reason.

B. Benefit. The widow/widower or child of a deceased administrative staff member may enroll as a full-time or part-time student without payment of instructional fees. The student may attend classes at the main campus or at any branch campus or center. The student will pay the general fee and other course fees or charges.

V. Retired Administrative Staff Members

A. Eligibility. A full-time administrative staff member who has formally retired into STRS or FERS is able to receive fee waiver benefits.

B. Benefit. Retired administrative staff members may take courses on a space available basis. In addition, dependents of retirees may enroll in classes without payment of instructional fees for a period of five years following the employee's retirement.

VI. Other

- A. Appeals. Appeals of the application of these procedures should be made to the President of Bowling Green State University. The President of the University is authorized effective September 1, 1976, to provide for the payment of instructional fees under exceptional and appropriate circumstances.
- B. Taxing of graduate fee waivers. In accordance with Section 117 of the Internal Revenue Code, which became effective July 1, 1985, the University is required to report as taxable compensation all graduate level tuition reductions (fee waivers) made on behalf of an employee, an employee's spouse or other dependents. This reportable compensation results in additional taxes (Federal, State and City); it is not subject to state retirement contributions.
- C. For further information about fee waiver benefits, please contact the Office of Administrative Staff Personnel Services (911 Administration Building).

* An accounting of courses taken begins with the fall semester; (i.e., from fall semester through the following summer session of each year). Full-time administrative staff members may take a maximum of four courses, not to exceed two courses per academic term, with a waiver of fees. Part-time administrative staff members may take fewer than four courses on a prorated basis during an academic year.

** In order to avoid interruptions on the job, administrative staff members should whenever possible register for classes which meet outside of their regular work schedules. When this is not feasible, staff members, may, with the approval of their supervisors, enroll for a class during the regular work day. All time taken from the regular work day to attend classes must be made up.

BENEFITS IN BRIEF - BOWLING GREEN STATE UNIVERSITY

Effective July 1, 1987

FULL-TIME ADMINISTRATIVE STAFF*

BENEFITS	WHO PAYS	WHEN ELIGIBLE	BENEFITS PROVIDED/COSTS
HEALTH INSURANCE: HOSPITALIZATION	BGSU	First of month after employment, provided enrollment forms completed on time.	Employee Coverage 120-day hospitalization includes semiprivate room, nursing, laboratory, diagnostic and other medical services while confined in a member hospital.
	YOU# AND BGSU	SAME	Family coverage - cost split between University and employee.
PHYSICIAN SERVICES	BGSU	SAME	Full cost for single or family. Covers customary and reasonable physician fees for covered surgical services, diagnosis, anesthesia and medical services.
PRESCRIPTION DRUG PLAN	BGSU	SAME	Plan pays 100% generic drug and 80% of name brand drug, without a deductible.
MAJOR MEDICAL	BGSU	SAME	Employee Coverage provides 80% insurance for covered medical expenses after \$100 deductible in a six-month period (\$400 deductible if not covered by hospitalization/physician service). After \$1,000 of out-of-pocket expenses, policy pays 100% of covered items.
	YOU# AND BGSU	SAME	Family coverage - cost split between University and employee.
DENTAL INSURANCE	BGSU	SAME	Full preventative and diagnostic services; 80% (after \$25 deductible) restorative, endodontic and periodontal services; 50% (after deductible) prosthodontic services. Maximum of \$750 calendar year.
		Employee Coverage Only	
VISION CARE	BGSU	SAME	\$25 for exam (after \$5 deductible), lens maximum to \$65 and frame maximum of \$20 (after \$10 deductible). Benefits available every 24 months.
		Employee Coverage Only	
LIFE INSURANCE ACCIDENTAL DEATH DISMEMBERMENT (John Hancock Mutual Life Ins. Co.)	YOU** AND BGSU	Upon Employment	Based upon employee's contract salary: 2 1/2 times salary to \$150,000 maximum. 1 times salary premium paid by BGSU, 1 1/2 times salary premium paid by employee through payroll deduction.
LONG-TERM DISABILITY (John Hancock Mutual Life Ins. Co.)	YOU** AND BGSU	One Year Following Employment	After six months of total disability, policy pays 60% of monthly salary (but not more than \$2,000), payable until 70th birthday except for 24-month maximum benefit for nervous/mental disabilities.
TRAVEL ACCIDENT RISK INSURANCE (Continental Casualty Co.)	BGSU	Upon Employment	\$50,000 accidental death and dismemberment insurance when traveling on University business. Benefits range from \$25,000 - \$50,000.
DEPENDENT LIFE INSURANCE (John Hancock Life Ins. Co.)	YOU#	Upon Employment	\$10,000 for spouse; \$5,000 for each child (6 months to age 21); and \$500 for each (15 days to 6 months). Cost is \$4.10 per month regardless of the number of dependents.
INCOME PROTECTION PLAN (DISABILITY) (Educators Mutual Life Ins. Co.)	YOU#	Approved Date of Application Form	Variable monthly benefits available for disability from illness or injury (includes accidental death benefits).

*A full-time administrative staff member is one who works 40 hours per week on a regular schedule and is employed full-time at least 9 months per year. (Exception: To be eligible for insurance benefits, a staff member must have a full-time contract which extends for a minimum of 5 months). The benefits explained on pages 26 - 28 apply to all full-time staff members. For a more complete explanation of insurance benefits, refer to your Insurance Benefit handbook or contact the Insurance Administrator; for information about other benefits contact Administrative Staff Personnel Services.

**Rates for Life, Accidental Death and Dismemberment, and Long-Term Disability are based on the salary scale available from Office of Insurance Administrator.

#Coverage optional.

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BENEFITS IN BRIEF - BOWLING GREEN STATE UNIVERSITY - FULL-TIME ADMINISTRATIVE STAFF - continued

BENEFITS	WHO PAYS	WHEN ELIGIBLE	BENEFITS PROVIDED/COSTS
RETIREMENT Public Employees Retirement System (PERS)** State Teachers Retirement System (STRS)**	BGSU and YOU	Upon Employment	Benefits depend upon years of service, age, highest three-year average salary and payment options. Employee Contribution - 8.55% of salary University Contribution - 13.71% for PERS Employee Contribution - 8.75% of salary University Contribution - 14.00% for STRS NOTE: University employees are not covered by social security. *University will pick up this required employee contribution and pay this amount directly to PERS/STRS on behalf of the employee as an additional employer contribution. This amount is deemed to be deferred income for federal income tax purposes and is not taxed until ultimately received as part of PERS/STRS pension benefits or as a refund at termination of employment. **New administrative staff members are always enrolled in PERS EXCEPTION: A member of STRS who transfers directly from a faculty position at BGSU to an administrative staff position at BGSU retains membership in STRS.
SUPPLEMENTAL RETIREMENT PROGRAM (Less than seventy (70) years of age)	BGSU and YOU	Upon Retirement With at Least Ten Years of Full Time Service	Options for post-retirement part-time employment, term and paid-up life and/or annuity insurance and fee waivers for retirees and dependents.
TAX DEFERRED ANNUITIES	YOU	Upon Employment	An additional portion of one's salary may be deferred through purchase of annuities from several authorized carriers subject to pertinent Internal Revenue Service rules. (This additional portion is optional.)
SICK LEAVE	BGSU	Upon Employment	Sick leave accrues at the rate of 15 days per year. Full-time staff who are contracted for less than twelve months earn a pro rated amount of sick leave. At retirement (with at least 10 years of State service), 1/4 of accrued sick leave may be paid in cash (maximum--30 working days) or applied to paid up life or annuity insurance.
HOLIDAYS	BGSU	Upon Employment	Ten holidays. Full-time staff who are contracted for less than 12 months, are entitled to holidays that occur during their contract period.
VACATION	BGSU	After One Year of Service	Vacation is earned at the rate of 1.83 days per month (22 days annually). Full-time staff who are contracted for less than 12 months and those who receive time off with pay during academic recess are not eligible for vacation.
MILITARY LEAVE	BGSU	Upon Employment	Approved for employees belonging to Ohio National Guard or a reserve component of the armed forces. Active duty not to exceed 31 days per year.
JURY DUTY	BGSU	Upon Employment	Full pay; compensation for jury duty to be deposited at the Bursar's office, unless jury duty occurs outside normal working hours or during vacation.
PARKING SERVICES	BGSU	Upon Employment	Parking decals furnished without cost for one vehicle.
FEE WAIVERS (EMPLOYEE)	BGSU	Upon Employment	Full-time employees may enroll in four courses each year, not to exceed two courses per academic term (audit or credit) without payment of the instructional or general fee. NOTE: If employment begins no later than two weeks after the first day of the semester, employee may receive fee waiver for that semester; otherwise this benefit is available to employee for the next semester/session.
FEE WAIVER (DEPENDENT)	BGSU and YOU	After three years full-time service	Spouse and/or dependent children of full-time employees may enroll as full-time or part- time students without payment of the instructional fee.

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BENEFITS	WHO PAYS	WHEN ELIGIBLE	BENEFITS PROVIDED/COSTS
TRAVEL REIMBURSEMENT	BGSU	Upon Employment	Covers authorized travel, lodging and meals while on University business--see travel regulations for reimbursement rates.
WORKERS' COMPENSATION	BGSU	Upon Employment	State compensation plan for work-related illness or injury.
UNEMPLOYMENT COMPENSATION	BGSU	In Accordance with Ohio Law	Compensation for periods of unemployment as determined by Ohio law.
DISCOUNTS	BGSU	Upon Employment	Available to full-time employees for purchase at the Bookstore, Ice Arena Skate Shop, and for athletic tickets. Discounts also available for some continuing education courses.
U.S. SAVINGS BONDS	YOU	Upon Request	Available through payroll deductions.
BANKING SERVICES	---	Upon Employment	Automatic deposit of paychecks to a bank, savings and loan, financial institution is mandatory.
CREDIT UNION	YOU	Upon Request	Payroll deductions available for Credit Union (a non-university agency).

BENEFITS IN BRIEF - BOWLING GREEN STATE UNIVERSITY
EFFECTIVE JULY 1, 1986

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PART-TIME ADMINISTRATIVE STAFF*

BENEFITS	WHO PAYS	WHEN ELIGIBLE	BENEFITS PROVIDED/COSTS
RETIREMENT Public Employees Retirement System (PERS)	BGSU and YOU	Upon Employment	Benefits depend upon years of service, age, highest three-year average salary, and payment options. Employee payroll deduction - 3.5% of salary University contribution - 15.71% for PERS Note: University employees are not covered by social security.
TAX-DEFERRED ANNUITIES	YOU#	Upon Request	A portion of one's salary may be deferred through purchase of annuities from several authorized carriers.
SICK LEAVE	BGSU	Upon Employment	Sick leave accrues at the rate of 15 days per year for full-time staff. Part-time staff earn sick leave on a pro-rated basis according to the number of hours/days per month in their contract.
HOLIDAYS	BGSU	Upon Employment	Part-time staff are entitled to holidays that occur during their contract period.
VACATION	BGSU	After One Full-time Equivalent Year of Service	Vacation is earned at the rate of 1.83 days per month (22 days annually) for full-time staff and part-time staff who are contracted for 12 months and who work part of each week earn vacation on a pro rated basis.
MILITARY LEAVE	BGSU	Upon Employment	Approved for employees belonging to Ohio National Guard or a reserve component of the armed forces. Active duty not to exceed 31 days per year.
JURY DUTY	BGSU	Upon Employment	Full pay; compensation for jury duty to be deposited at the Treasurer's office, unless jury duty occurs outside normal working hours or during vacation.
PARKING SERVICES	BGSU	Upon Employment	Parking decals furnished without cost for one vehicle.
FEE WAIVERS	BGSU	After One Full-time Equivalent Year of Service	Part-time employees may enroll in courses without payment of instructional or general fees. The number of courses per year is pro-rated according to the percent of time worked.
TRAVEL REIMBURSEMENT	BGSU	Upon Employment	Covers authorized travel, lodging and meals while on University business--see travel regulations for reimbursement rates.
WORKERS' COMPENSATION	BGSU	Upon Employment	State compensation plan for work-related illness or injury.
UNEMPLOYMENT COMPENSATION	BGSU	In Accordance with Ohio Law	Compensation for periods of unemployment as determined by Ohio Law.
DISCOUNTS	BGSU	Upon Employment	Available for purchases at the Bookstore, Ice Arena Skate Shop, and for athletic tickets. Discounts also available for some continuing education courses.
U.S. SAVINGS BONDS	YOU#	Upon Request	Available through payroll deductions.
BANKING SERVICES	---	Upon Employment	Automatic deposit for paychecks to any bank or savings and loan is available.
CREDIT UNION	YOU#	Upon Request	Payroll deductions available for Credit Union (a non-university agency).

#Coverage is optional.

*For more information about these benefits, contact Administrative Staff Personnel Services.

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HOLIDAYS

Bowling Green State University observes ten holidays each year: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas. Martin Luther King Day, Presidents' Day and Columbus Day are designated by law as floating holidays. Each year the University may reassign those days to any other day of the year.

If a holiday falls on Sunday, it is normally observed on the following Monday; if a holiday falls on Saturday, it is normally observed on the preceding Friday. When it is necessary for an administrative staff member to work on a holiday, an equal amount of time may be taken at a later date at a time mutually agreed upon with the supervisor.

INJURY/WORKERS' COMPENSATION

Administrative staff members are protected by the State Workers' Compensation Law for on-the-job injuries or occupational diseases. Worker's compensation applies only to injuries sustained in the course of and arising out of employment. This protection may also extend to authorized University travel, depending on the circumstances. If the Bureau of Workers' Compensation and/or Industrial Commission approves a claim, medical benefits and compensation for unpaid absences from work are provided.

All injuries sustained on campus and/or in the course of employment must be reported immediately to Public Safety which may conduct an investigation. An Accident Report Form must be completed and delivered to Environmental Services Office, Shatzel Hall, within 48 hours of injury. The form must be signed by the injured employee, by the supervisor, and by witnesses if any. Late filing of an accident report may prolong the processing of a worker's compensation claim.

LEAVE OF ABSENCE

A leave of absence without pay may be granted to a full-time administrative staff member by the area supervisor. The supervisor should consider the following factors before granting a leave of absence:

1. receipt of written leave request at least one month prior to the effective date of the leave;
2. length of leave of absence requested;
3. determination of whether the position can be held for the staff member's return and whether it can be satisfactorily filled by a temporary appointment without being detrimental to the efficiency of the operation.

When a leave of absence without pay is approved, the supervisor should inform the President, Vice President, or Dean of the area to initiate removal of the staff member from the payroll for the designated period of time. This notification should be in writing with a copy to the Office of Administrative Staff Personnel Services. No less than 10 days prior to the start of the leave of absence, the supervisor should notify the staff member in writing that the leave has been approved.

During a leave of absence, a full-time employee may maintain insurance coverage by personally assuming the financial obligation for a maximum period of one or two years (depending upon the type of insurance desired) with possible further extension if approved. Insurance coverage is provided by the University (according to the payment responsibilities detailed on page 26) to the end of the month in which the leave begins and is provided at the beginning of the month in which the staff member returns. The employee must assume the total premium cost for insurances for the intervening months of the leave. Additional insurance benefits may be available for a disability leave of absence. If a staff member decides not to return from a leave of absence, he/she should notify the supervisor not less than one month prior to the date of termination.

Questions about the policy should be addressed to Administrative Staff Personnel Services.

MATERNITY/PATERNITY/ADOPTION LEAVE

MATERNITY LEAVE

1. Female staff members who give birth are eligible for maternity leave. The customary and usual maternity leave will be four months per pregnancy.
2. The four month maternity leave need not be taken as consecutive days if mutually agreeable to the administrative staff member and the immediate supervisor.
3. Accrued sick leave, accrued vacation credit and a leave of absence without pay can be used during this 4 month period. A female staff member may use any of all of her accrued vacation credit and/or accrued sick leave during her maternity leave before going on a leave of absence without pay.
4. A female staff member will notify, in writing, her supervisor and the Office of Administrative Staff Personnel Services, prior to the start of her maternity leave, as to the number of days to be taken as sick leave, the number of days to be taken as vacation and the number of days to be taken as a leave of absence without pay.

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5. Should a female staff member decide not to return to the university following maternity leave, the female staff member must notify her supervisor, in writing, no later than 30 calendar days preceding her scheduled return to work.
6. Female staff members taking maternity leave are guaranteed their positions and job title upon return.

PATERNITY/ADOPTION LEAVE

Pregnancy, childbirth or adoption may require a temporary interruption in the way in which an administrative staff member meets customary contractual obligations. It is the responsibility of the staff member to notify the immediate supervisor of an anticipated birth or adoption which the administrative staff member expects will result in such an interruption. Moreover, it is the right of an administrative staff member to secure time to attend to pregnancy, childbirth, or adoption without affecting the terms or conditions of the staff member's employment.

Time needed to attend to pregnancy, childbirth or adoption is to be arranged on mutually acceptable written terms with the immediate supervisor. Specific details relative to the use of sick leave, leave without pay, vacation time, or arrangements for modified work schedules must also be mutually agreeable to the administrative staff member and the immediate supervisor. Consideration should be given to the needs of the individual employee and to the concerns and interests of the affected unit and its employees. Administrative staff members should contact the office of Administrative Staff Personnel Services as early as possible prior to a leave without pay to review benefits.

MILITARY LEAVE

Administrative staff members who are members in the Ohio National Guard or active reserve component of the armed forces are eligible for military leave with pay for periods of active duty or field training not to exceed 31 days per calendar year. A written request for military leave and a copy of military orders or other authorizing document for such duty must be submitted to the supervisor, the President or the area vice president, and the office of Administrative Staff Personnel Services at least two weeks prior to the effective date to qualify for military leave. Such leave is in addition to regular vacation time. The maximum time for which payment under this provision will be made in any calendar year is 22 days.

Administrative staff members with at least 90 days of University service who are involuntarily called to extended active duty in the military service shall be granted military leave without pay for the duration of such service. Upon application to Bowling Green State University within 90 days following the date of discharge from extended active duty, the staff member shall be reinstated to the former position or to a similar position. This reinstatement right should be explained to anyone hired to replace an employee on military leave. A staff member on military leave who reenlists, or voluntarily extends the original tour of active duty, forfeits the reinstatement right.

Questions about military leave should be addressed to the Office of Administrative Staff Personnel Services.

RELIGIOUS SERVICES

An administrative staff employee may be granted a two-hour release time period to attend a religious service which occurs during normal working hours. Arrangements for doing so must be made in advance with the immediate supervisor.

If an administrative staff member requires more than two hours for a religious service, that excess time must be taken as vacation or leave without pay must be used.

It is recognized that individuals of certain religions observe their holidays on days which have not been designated as legal holidays by state law. Arrangements relative to time off in such instances are to be mutually agreed upon by the immediate supervisor and the administrative staff member. Time off may be taken in exchange for another University recognized holiday during which all offices may not be closed (e.g., Veterans' Day). If arrangements relative to the exchange of time cannot be made, vacation time may be used. Supervisors are encouraged to be flexible in the application of this policy.

UNIVERSITY BENEFITS AFTER RETIREMENT

The following benefits are awarded to full-time faculty and administrative staff upon formal retirement into the State Teachers Retirement System or the Public Employees Retirement System:

1. a permanent ID card which designates the individual as retired faculty or administrative staff;
2. the same library and computer privileges as currently held;
3. the person's name placed on the mailing lists for "At Bowling Green" and "Monitor";
4. the same discounts or charging privileges granted to current faculty and administrative staff members;
5. provide whenever possible appropriate office space and the requisite support services whenever a retired administrative staff member is engaged in part-time instruction or other paid services;
6. the opportunity to audit courses or take courses without payment of the instructional, facility or general fees on a space available basis; in addition, dependents of retired administrative staff member may enroll in classes without payment of instructional fees for a period of five years following the employee's retirement;
7. when requested, the same ticket arrangements and prices for intercollegiate sports events and musical and drama productions, and
8. when requested, continuing access to the recreational facilities of Bowling Green State University on the same basis as current faculty and administrative staff.

SUPPLEMENTAL RETIREMENT PROGRAM FOR FACULTY AND ADMINISTRATIVE STAFF

Eligibility

Faculty or administrative staff must meet the eligibility requirements for the State Teachers Retirement System or the Public Employees Retirement System, must be less than seventy years of age at the time of retirement, and must have completed at least ten years of full-time service at Bowling Green State University to be eligible to receive the supplemental retirement benefit options outlined below. Faculty or administrative staff who wish to exercise one or more of the options in the program must submit a letter of intent to the appropriate area vice president or the President. Supplemental Retirement Program Forms are available in the Office of Administrative Staff Personnel Services.

Post-Retirement Employment Option

Faculty or administrative staff who retire before the age of seventy are assured of limited employment at the University (one academic semester or equivalent per calendar year) on terms acceptable to B.G.S.U. and the retiree for a period of five consecutive years after retirement or until the age of seventy, whichever comes first. The employment contract must conform fully to applicable STRS/PERS regulations.

The adjusted salary of the faculty retiree whose last full-time contract was nine months will be one-fourth times the final contract for those who teach the full supplemental retirement teaching load during the summer session and one-third times the final contract for faculty who teach a full supplemental retirement load during the fall semester; the adjusted salary of the faculty or administrative staff retiree whose last full-time contract was twelve months will be one-fourth times the amount of the final contract. Retirees choosing the supplemental retirement option shall receive salary adjustments each year they work equal to the percentage of increment in the salary pool given to full-time contract employees. The increments are to be added to the salary earned during the final contract year of full employment to determine the salary base upon which the supplemental retirement salary is calculated.

Employment opportunities for faculty will be teaching and employment opportunities for administrative staff will be service, depending upon the expertise of the individual and the needs of the University. However, it is expected that a faculty retiree will teach a full instructional load (at least 8 semester hours) for the summer session except that it may be for fall semester if directed by the Vice President for Academic Affairs. Administrative staff will provide service for fifty-nine working days per year as permitted by PERS and as determined by the area Vice President.

The retiree must select and agree to this option no later than December 1 during the final full-time contract year. The retiree must sign an annual contract and perform the services on an acceptable basis thereafter, as approved by the appropriate dean or

SICK LEAVE POLICY

The sick leave policy is designed to provide an administrative staff member continued income during a period of illness or recovery. Sick leave shall be earned at the rate of 1 1/4 days per month for full-time, twelve month staff beginning with the first month of employment. There is no limit on the amount of sick leave that can be accrued. Sick leave is the authorized absence from duties due to:

- a. Personal illness, injury, pregnancy, exposure to contagious disease which could be communicated to other employees and to illness, injury, or death in the staff member's immediate family. The area supervisor may approve sick leave in the case of a member of the immediate family not living in the same household.
- b. Medical, dental, or optical examination or treatment of staff member or member of the immediate family.
- c. Death in the immediate family -- limited to ten working days.
- d. Attendance at the funeral of a friend or relative not identified as immediate family -- limited to one working day.

Definition of immediate family: brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, child, grandparent, a legal guardian or other person who stands in place of a parent.

When a staff member is unable to work, the immediate supervisor (or other designated person) should be notified on the first day of absence, if possible. Otherwise, the absence may be charged to leave without pay.

A report should be completed by the staff member for every use of sick leave and forwarded to the area administrator or designee who is responsible for maintaining sick leave records. Supervisors may request documentation for sick leave absences.

Records of sick leave should be maintained by the staff member's supervisor or a designee on a monthly basis with accrual, use, and balance of sick leave noted. At the end of each fiscal year, every staff member will submit to Administrative Staff Personnel Services a form approved by the immediate supervisor summarizing sick leave use, accrual, and balance for July-December and January-June of the year. That form is placed in the staff member's personnel file located in the Office of Administrative Staff Personnel Services.

In the event a staff member exhausts accumulated sick leave because of an extended illness, the staff member may be retained on the payroll for an additional period of time if recommended by the area head, and approved by the Vice Presidents or President. Consideration should be given to years of service, extent of illness, or other extenuating circumstances.

Full-time staff members who are contracted for less than twelve months and part-time staff earn sick leave on a prorated basis, according to the number of hours/days per month in their contract.

A staff member eligible for Workers' Compensation may choose to use sick leave before such payments are made (sick leave is usually of greater advantage to the staff member).

At the date of retirement into Public Employee Retirement System or upon death while an employee of the University, each administrative staff member, who has ten or more years of service with the State of Ohio, is eligible to receive payment for one-fourth of the value of their accrued but unused sick leave credit. The maximum payment allowed, however, is for thirty days. Such payment shall be based on the staff member's rate of pay at the time of retirement or death. Payment for sick leave on this basis will eliminate all sick leave credit accrued by the staff member, such a payment may be made only once to any employee in the case of retirement or to his/her estate in the case of death.

The President and Vice Presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current sick leave records.

Questions about the sick leave policy and procedures should be addressed to the Office of Administrative Staff Personnel Services.

VACATION POLICY

All full-time, twelve-month, administrative staff members earn vacation time at the rate of twenty-two days for each year of service. During the first year of employment, the twenty-two days are accrued but may not be used until the first year's employment is completed. For example, if employment begins on July 1, 1982, the employee would be eligible to take twenty-two days of vacation on July 1, 1983 -- but not before. After the first year of employment, vacation is earned and may be utilized on a monthly prorata basis, i.e., 1.83 days per month. Records of vacation should be maintained by the staff member's supervisor or a designee on a monthly basis, with accrual, use and balance noted.

Vacation is earned while a staff member is in an active-pay-status with Bowling Green State University. It is not earned while on an unpaid leave of absence, while under suspension, or while employed elsewhere.

An annual vacation is important to the well-being of the staff member, and each staff member is encouraged to use all earned vacation annually and at a time approved by the area supervisor. It is expected, however, that no single vacation leave taken will exceed 22 consecutive working days unless approved in advance by the supervisor. A staff member's vacation balance cannot exceed 44 days at the end of each fiscal year (June 30 of each year).

For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the President, Dean, or a Vice President, may authorize vacation leave in advance of accumulated leave, provided that should the staff member terminate employment, the termination check shall be reduced by the amount of used but unearned vacation.

Vacation pay is not granted in lieu of vacation except at termination of employment and such terminal compensation will be paid in a lump sum. The maximum amount of terminal compensation will be forty four days. In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

This policy excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer. Administrative staff members who are contracted for 12 months but who work only part of each week earn vacation on a prorated basis. For example, an employee contracted to work fifty-percent for 12 months and works part of each week, earns vacation at one-half the normal rate. Part-time 12-month administrative staff members who have completed the equivalent of one full year of service at Bowling Green State University are eligible to utilize earned vacation. At the time of separation from employment with the University, part-time administrative staff are not eligible for payment of unused vacation credit.

The President or Vice Presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current vacation leave records.

At the end of each fiscal year, every staff member will submit to Administrative Staff Personnel Services a form approved by the immediate supervisor summarizing vacation use, accrual, and balance for July-December and January-June of that year. That form is placed in the staff member's personnel file located in the Office of Administrative Staff Personnel Services.

Questions about the vacation policy and procedures should be addressed to the Office of Administrative Staff Personnel Services.

COMPENSATORY TIME

Under normal circumstances, a full-time administrative staff member is expected to work a minimum of forty hours per week. There may be occasions, however, when it will be necessary to work beyond the forty hours in order to fulfill the contracted obligations. No compensatory time is earned for these occasional extra hours of service. When an administrative staff member's normal duties perpetually require work beyond the forty hour week, it is assumed that this situation will be taken into account in the employee's overall compensation. (See also Holiday Policy).

JURY DUTY

Full University pay shall be granted when an administrative staff member is subpoenaed for any court or jury duty by the U.S., the State of Ohio, or a political subdivision. All compensation received for court or jury duty shall be remitted by the administrative staff member to the Office of the Bursar, Bowling Green State University, except when such duty is performed outside the normal working hours or while the administrative staff member is on vacation.

KEY REGULATIONS

Administrative staff members are issued office and building keys necessary to their assignments. No keys are issued until a key authorization card is approved by the staff member's area head. Keys may be signed for and obtained at the Physical Plant Office 48 hours after the authorization card has been submitted. All keys remain the property of the State of Ohio. When an administrative staff member terminates or changes assignment and certain keys are no longer required, the keys must be returned to the Physical Plant Office.

It is to everyone's advantage that the locking system at the University be as secure as possible. For that reason, the following procedures apply:

1. All keys will be requested by description of the area to be accessed, not by university key number.
2. All requests will be signed by a department chair, director, dean, vice president, or appropriate administrator.
3. When an employee transfers to another position on the campus, his/her keys will be returned to the Plant Operations Department and not taken to the new assignment. The new position will affect which keys will be assigned.
4. Keys may be ordered by telephone to save a trip to Plant Operations so they will be ready when the employee picks them up. Each person must pick up his/her own keys. Grand Master keys are authorized through the Director of Public Safety, and are to be picked up at Public Safety.

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5. Employee keys will not be passed on to an employee's replacement but will be reissued by the Plant Operations Department, or Public Safety, as appropriate.
6. When an employee loses a key, the replacement key must be reauthorized in writing by the department head and approved by a dean or vice president. A charge may be assessed.
7. When any person having a university key leaves the employment of the University, all keys are to be returned to the Plant Operations Department and a receipt issued before issuance of a final pay check. Grand Master keys are to be returned to the Director of Public Safety.
8. On March 8, 1962, the Board of Trustees passed a resolution which forbids duplication of keys for any university facility or equipment except by the authorization of the Director of Plant Operations and Maintenance of Bowling Green State University.

Key Replacement Policy

Consistent with the key regulations, Item 6., referring to assessments for key replacement, the following applies:

1. All key replacements are charged at a rate of \$5 each key.
2. Payment for lost keys will be the responsibility of the person to whom the keys were issued.
3. Payment for stolen keys, unless the result of negligence, will be the responsibility of the department of the person to whom the keys were issued. Keys stolen as the proven result of negligence will be considered lost keys.
4. Payment for lock changes for academic or nonacademic buildings will be by the responsible requesting department. Charges may vary, depending on the types of changes and locks.
5. If a student room door key is lost or stolen, a new lock will be installed. If a front door key is lost or stolen, all locks in the living unit will be changed. The student losing the key will be billed for the cost of the replacement of locks and keys.

PARKING

Vehicle identification is necessary for parking needs, assessment and control. All vehicles must be registered and display the appropriate decal/permit when parked in any BGSU parking area other than a metered parking space. Faculty/staff parking areas are identified with the appropriate signature and are located in strategic areas throughout the campus.

Registration should be completed during the first two days of employment. Each staff member is provided a transferable parking decal. To obtain a decal, the staff member must provide the Office of Parking and Traffic with his/her social security number and the auto registration fee waiver obtained from and signed by the departmental budget administrator.

Bicycles and mopeds parked on campus must be operated and parked in a manner which conforms with ordinances of the City of Bowling Green and regulations of the University. All bicycles operated or parked on the University campus must be registered with the City of Bowling Green. As a service, the EGSU Parking and Traffic Office will register bicycles with the city. This is a cooperative service provided by the University and the Bowling Green Police. License numbers will be recorded and maintained as a means of identification in case the bicycle or moped is lost or stolen. There is a one-time, one dollar charge for the registration service.

PARKING REGULATIONS FOR HANDICAPPED INDIVIDUALS

The following parking regulations are to assist handicapped individuals:

Permanent wheelchair spaces are marked with handicapped signs and are solely for the use of persons requiring a wheelchair. Individuals using these spaces must have an international access sign displayed on the rear bumper of the vehicle in addition to the appropriate decal.

Any administrative staff member or student who has a mobility limitation resulting from a health problem or physical disability, and who requires special parking arrangements, should discuss the problem with the Director of Handicapped Services or the Associate Director for Parking and Traffic.

Staff members having visitors who require special parking arrangements on the basis of a mobility limitation should contact the Director of Handicapped Services or the Associate Director for Parking and Traffic at least a week in advance of the date needed in order to obtain a free parking permit.

PAYROLL PROCEDURES AND DEDUCTIONS

Paychecks are directly deposited by the Payroll Office into an account at a financial institution of the staff member's choice. The necessary permit forms may be obtained and signed in Payroll Office or the Office of Administrative Staff Personnel Services. All wages are subject to appropriate income taxes. Main campus staff are required to pay City of Bowling Green 1.5% income tax. Employees who live in other cities should discuss alternative city tax deductions with the Payroll Office. It is against state regulations to issue advance payment of salaries.

Administrative staff members are paid on the 20th of each month for the calendar month period. In the event the 20th falls on a weekend or a holiday, payment will be made on the last working day preceding the 20th.

Payment for consulting and other supplemental services to the University will be processed through the Payroll Office and added to the next regular paycheck--subject to applicable federal, state, city taxes and deductions for retirement and group insurance coverage.

Payroll Deductions

Bowling Green State University is required by law to make the following deductions from your paychecks:

- (1) Federal and State Income Taxes (Figured on the basis of your gross salary less group insurance deduction and any tax deferred annuity reduction.)
- (2) City Income Tax
 - (a) Income taxes levied by the City of Bowling Green are figured on the basis of your gross salary less the group insurance deduction.
 - (b) Employees who live in other cities should discuss alternative city tax deductions with the Payroll Office.
- (3) Public Employees Retirement System/State Teachers Retirement System (based on the University pick-up plan, see PERS.)
- (4) Medicare coverage (effective April 1, 1986, all new university employees are required to pay medicare coverage at the rate of 1.45% of gross wages).
- (5) Group Insurance Coverage (for full-time staff)
- (6) Internal Revenue Code has made certain university fee waivers for graduate courses taxable as other compensation. By law, the University is required to withhold (Federal, State and Local) taxes on this additional compensation.

In addition, deductions which may be withheld at the employee's request are:

- (1) Tax-deferred annuities
- (2) Family Hospitalization, if carrying sponsored dependents (full-time staff)
- (3) Educators Insurance - income protection (full-time staff)
- (4) Savings Bonds
- (5) United Way contributions
- (6) Dependent life insurance (full-time staff)
- (7) Credit Union
- (8) Contributions to B.G.S.U. Foundation, Inc. (i.e. Administrative Staff Scholarship, Falcon Club, President's Club, Parents' Club, etc.)
- (9) Accounts Receivable (i.e., Bursar's Office)

POLITICAL ACTIVITY

Whether an administrative staff member may hold a non-university elected or appointed position is dependent upon the compatibility of the two positions involved. Positions are considered incompatible when any of the following situations exist: one position is subordinate to or in any way a check upon the other, time or energies are taken from the duties of the University position, or some specific constitutional or statutory bar exists precluding a person from serving in both positions. If the offices are compatible in these respects, then an employee may engage in such activity.

UNIVERSITY SPONSORED PROFESSIONAL AND EDUCATIONAL DEVELOPMENT PROGRAMS

Bowling Green State University supports and encourages professional development and educational growth for administrative staff. Workshops and training programs sponsored by the University are offered throughout the year. Guidelines have been established to assist with program selection and implementation. A copy of the Guidelines for Professional and Educational Development Programs is included as Appendix D.

PROPERTY DISPOSAL

Facilities and equipment owned, leased, or otherwise controlled by the University may be used for university related purposes by university personnel, students, or the general public with appropriate administrative approval. Use of university facilities or equipment for personal gain is prohibited, is subject to prosecution, and may be grounds for dismissal. Refer to the Business Procedures Information Manual for information regarding policy on use and disposal of University property.

SEVERE WEATHER POLICY

Occasionally, because of heavy snowfall or other adverse weather conditions it may be necessary to announce either: 1) a cancellation of classes or 2) the closing of the University for some temporary period of time. Should either condition arise, announcements will be made via local radio and television stations regarding changes to class and work schedules.

It should be noted that there is a difference between classes being cancelled and an announcement that the University is closed. "Cancellation of Classes" indicates that students need not report to class. Under a "Cancellation of Classes" situation, all other support functions will be maintained and all administrative staff members should report to their assignments at their regularly scheduled time.

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If an emergency is declared necessitating a close-down of the entire University, only essential employees are expected to report to or remain at their jobs. This includes some food service and custodial personnel, telephone operators, public safety officers, power plant employees, snow removal crews, and some maintenance staff. Should this occur, special directions and announcements will be made at that time via local media and a campus communication network.

Questions relating to a radio or television announcement concerning cancellations or closings can be clarified by calling the campus operator.

SMOKING REGULATIONS

"There shall be no smoking in any classroom, laboratory, or other instructional room in any University building at any time . . . All persons entering any classroom building or the Library shall confine their smoking to the areas in the respective buildings in which smoking is permitted as clearly indicated by official University signs posted in the building, and shall refrain from smoking in all other areas of such building...." (Board of Trustees, 1959)

Substitute Senate Bill No. 96 adopted in 1976, Amending Section 3791.031 of the Ohio Revised Code, states in part:

"(B) For the purpose of separating persons who smoke from persons who do not smoke for the comfort and health of persons not smoking, in every place of public assembly there shall be an area where smoking is not permitted, which shall be designated a no smoking area...

A no smoking area may include the entire place of public assembly. Designations shall be made by the placement of signs that are clearly visible and that state "no smoking." No person shall remove signs from areas designated as no smoking areas.

(C) No person shall smoke in any area designated as a no smoking area in accordance with Division (B) of this section.

(D) Whoever violates this section is guilty of a minor misdemeanor." (Ohio Revised Code)

POSTING OF SMOKING AREAS

Academic Buildings: There shall be no smoking in classrooms, laboratories, or other instructional rooms at any time. Smoking in academic buildings shall be confined to offices, hallways or restrooms.

Office Buildings: There shall be no smoking in offices and meeting rooms designated no smoking areas. Receptacles will be provided in offices/areas where smoking is permitted; however, smokers will be encouraged to confine smoking to hallways, lobbies and restrooms.

Residence Halls: Smoking is permitted in dining rooms, cafeterias, or other rooms used primarily for the service of food; however, smokers should be aware that tobacco smoke may be offensive to non-smokers.

Theaters, Arenas, etc.: In enclosed theaters, opera houses, auditoriums, arenas, and gymnasiums smoking will be confined to hallways, lobbies, restrooms where receptacles will be provided.

Libraries: Smoking by library patrons is permitted only in the snack bar and restrooms. Areas for staff smoking is at the discretion of library departments.

Health Center: There shall be no smoking in public areas of the Health Center by patients or employees.

University Union/Offenhauer Conference Area: Smoking will be permitted in those areas used primarily for the service of food plus the bowling area. Meeting rooms (including 11th Floor Offenhauer) will be designated as no smoking areas unless an individual sponsor specifies with the Conference and Arrangements Office to designate a portion of a specific meeting room for smoking.

Elevators: There shall be no smoking in any elevator in any University building.

Public Vehicles: Smoking will be confined to the rear of busses. Smokers are encouraged not to smoke in small vehicles.

SOLICITATION POLICY

The Solicitation Policy has been established to ensure that employees have the ability to perform their duties free from intrusions and that the mission of the University shall proceed unhampered. A copy of the Solicitation Policy is included as Appendix E.

TRANSFER OF EMPLOYEES BETWEEN ADMINISTRATIVE AND CLASSIFIED STATUS

Policy

In keeping with the provisions of the Ohio Revised Code and the guidelines established by the Board of Trustees, this policy statement establishes a basis for the transfer of employees between Administrative and Civil Service status, hereafter referred to as "Unclassified" and "Classified" employees respectively.

The Ohio Revised Code and Trustees guidelines generally authorize Unclassified appointments only to staff members broadly engaged in professional, executive or managerial level responsibilities.

A transfer between Classified and Unclassified status must satisfy all of the following conditions:

1. It must enhance the administrative and/or operational effectiveness of the unit concerned;
2. It must be based upon a substantive and demonstrable change in duties and responsibilities;
3. It cannot be justified solely upon the basis of factors related to compensation; and
4. In the case of a proposed movement to the unclassified status, it must be demonstrated that there is no suitable classification in Classified status that would be more appropriate.

Procedures

The procedures for requesting a transfer from one status to the other will be as follows:

1. Requests for transfer will be directed to the appropriate Vice President through the Office of Personnel Support Services (for technical review, comment, and recommendation).
2. Final approval for a transfer between the Classified and Unclassified status rests with the appropriate Vice President, consistent with University policy.

Scope

This policy applies to all positions at the University, including the Firelands Campus and other Bowling Green State University off-campus sites.

APPENDICES

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ADMINISTRATIVE STAFF COUNCIL
PERSONNEL WELFARE COMMITTEE REPORT
VACATION POLICY

During the Fall Semester, 1984 the Administrative Staff Council's Personnel Welfare Committee was asked to review Bowling Green State University's vacation policy for non-academic contract employees in an effort to determine its position with other regional and in-state publicly supported universities. With the assistance of the Office of Administrative Staff Services, more specifically Susan Caldwell, ten Ohio supported universities, the Medical College of Ohio, and one Michigan university (Central Michigan) were contacted and asked to furnish data on current vacation policy for non-academic contract employees. Cooperating institutions were asked to address three areas of their vacation policy. These areas include: 1) the annual rate of accrual, 2) the maximum accrual, and 3) the number of vacation days paid at termination.

The vacation policy for contract/non-academic staff has been extensively discussed for decades. These discussions are reflected in the minutes of the Personnel Services Advisory Committee. President Ralph McDonald, in a memorandum sent to university employees/administrators on 4 May 1955 set the total number of vacation days for "other Full-time Twelve-months employees" at twenty days. Later, on 20 March 1973 the Personnel Services Advisory Committee recommended to President Moore and Vice President J. Scheuerman changes in the Administrative Staff's vacation/sick/and leave of absence policy. In short, the recommendation called for an increase in vacation days based on the number of years of service. This recommendation was to be submitted to the Board of Trustees for their consideration at the following April or May meeting; however, it apparently died in committee. Later, in 1981 the Personnel Services Advisory Committee again addressed vacation benefits for Administrative Staff. The committee again recommended that vacation for the abovementioned staff be based upon longevity or "at least grant five (5) weeks vacation to those employees who have completed twenty-five (25) years of service." This time the committee also addressed the question of maximum vacation accrual. They recommended that the total number of weeks accrual should be determined by the total number of years of service (enclosed). Again, no apparent action was taken.

As of February 1986 all full-time twelve-month administrative staff earn vacation time at the rate of twenty days (20) for each year of service. A maximum of forty days of vacation may be accumulated at any one time. The maximum amount of vacation days that will be paid at termination/death is forty (40). (The current policy, as indicated in the 1985-86 Administrative Handbook is included.)

Findings: ANNUAL RATE OF ACCRUAL. At 20 days vacation, BGSU ranks in the lower thirty percent (30%) behind the University of Toledo (24), Akron (22), Cincinnati (22), Cleveland State (22), Miami (22), Ohio State (22), Ohio University (22), Wright State (22), and Youngstown (22). Only BGSU, MCO, Central Michigan, and Kent State have an equal amount of days.

MAXIMUM ACCRUAL. At forty (40) days vacation, the BGSU position is in sixth place and shares that position with MCO and Miami University. Although five schools record fewer maximum accrual days; BGSU, nevertheless, trails the University of Toledo (72), Cincinnati (66), Kent State (60), Cleveland State (44), and Wright State (44) by as much as thirty-two (32) days.

PAYMENT AT TERMINATION. At forty (40) days vacation BGSU is tied for fifth with Miami University. However, BGSU continues to trail Cincinnati (66), Kent State (60), University of Toledo (48), and Wright State (44).

RECOMMENDATIONS:

1. That the annual rate of vacation accrual be increased from twenty (20) to twenty-four (24) days per year.
2. That the maximum accrual days be based on accumulative full-time years of service and be revised as follows:*

0-5 years of service	40 days
6-10 years of service	45 days
11-15 years of service	50 days
16-20 years of service	55 days
21-25 years of service	60 days
26+ years of service	65 days

3. That payment at retirement, termination, or death remain at forty (40) vacation days.

*No more than forty days vacation may be taken within a twelve consecutive month period.

JUSTIFICATION:

1. Typically, Administrative Staff work more than forty hours per week and do not receive overtime, compensatory time, or other paid benefits for these extra hours. A more generous vacation policy will help prevent professional "burnout" by allowing more flexibility in scheduling.
2. There will be no anticipated increased costs to the University.

3. Increasing the annual rate of accrual and the maximum accrual will coincide with the current University Role and Mission Statement by serving as an incentive to attract the most qualified administrative staff to assist with and support the attainment of the goals of productive research, quality education, and scholarly achievement.
4. By increasing the annual rate of accrual and the maximum accrual, BGSU will be more competitive not only within the state but within Northwest Ohio, more specifically with the University of Toledo.
5. Increasing the maximum accrual would serve as a concrete way of rewarding and encouraging administrative staff who have been employed at BGSU for more than five years, as well as those employed less than five years (196 or 54%). It would strengthen the employee's commitment, increase morale, and serve as a long term incentive in those who have become more valuable with experience. It also may serve to reduce the amount of administrative staff turnover, which is currently 11.08 percent per year.

It is proposed that the policy be implemented on 1 July 1986. This policy also would be applicable to employees who have accrued vacation during 1985-1986.

1. The amount of vacation time for each employee shall be computed by the administrative officer of the department in which he is employed, on the following basis:

Group I. Members of the teaching faculty. Employees whose duties consist primarily of teaching have approximately three weeks of vacation time available during the Thanksgiving, Christmas, and spring holiday recesses in the academic year.

Group II. Classified employees. This category includes all Civil Service workers and all local employees engaged in the same kind of work as classified employees under State Civil Service law. Each employee in this group is entitled to vacation time of two calendar weeks a year, in addition to legal holidays. Employees who have less than one year of service are entitled to one working day of vacation leave for each month of service during the calendar year.

Group III. Other full-time twelve-months employees. This category includes all year-round employees of the University who are working on a full-time basis, other than teaching faculty members and classified employees.

Subgroup A. Administrative officers, head residents of University residence halls, librarians with faculty rank, managers of University dining halls, and all other specifically designated professional personnel whose regular duties involve varied and extended overtime service without added compensation. Each employee in this group is entitled to four calendar weeks of vacation a year, in addition to legal holidays.

Subgroup B. Other employees in Group III. Each person in this subgroup is entitled to two weeks of vacation a year, in addition to legal holidays.

Group IV. Persons employed on a full-time basis for less than one year. A person in this category is entitled to a portion of the full year's vacation leave corresponding to the portion of the calendar year he is employed. For example, a person employed full time for ten months is entitled to ten-twelfths of the regular yearly vacation allowance made for persons doing the same kind of work on a year-round basis.

Group V. Persons employed on a per-diem basis. An employee in this category is entitled to one day of vacation leave for each 24 days worked.

Group VI. Persons employed on an hourly basis. One day of vacation leave is granted for each 192 hours worked by such an employee; provided, however, that the total vacation leave for such employee shall not exceed two calendar weeks during the year.

2. The vacation year for employees in Groups III and IV shall be from September 1 through the following August 31. The vacation year for employees in Groups II, V, and VI shall be from January 1 through December 31.

3. Vacation time earned during the vacation year shall be taken by the employee during that year; such vacation time is not cumulative from one vacation year to the next. The justification for paid vacations lies in the fact that the quality of service to the University is enhanced as a result of the employee's rest and relaxation. Therefore, administrative officers shall insist upon each employee taking a vacation leave during the vacation year as indicated above. Exceptions to this policy shall be made only with the specific approval of the President of the University.

4. The vacation dates for an employee shall be determined by the administrative officer in charge of the department in which he is employed, subject to approval by Mr. Bunn for all persons employed in departments under his supervision, and subject to the approval of Dean Harshman for all employees in other University departments except the President's Office.

5. The administrative officer shall arrange for the vacation of each employee at a time when the employee's absence involves least interference with the work of the department in which he is employed. Ordinarily, vacation leave for persons employed in departments other than Maintenance shall be taken during the period from June 1 to September 1 or during the Christmas and spring recess periods. Exceptions to this policy of concentrating vacations in the summer months and academic recess periods shall be made only with the specific approval of the President of the University.

6. Vacation schedules for all employees shall be determined as far in advance as possible. All vacations to be taken by present employees before September 1, 1955, shall be planned and approved before June 1, 1955.

7. Administrative officers shall transmit duplicate copies of vacation schedules for all employees under their supervision by June 6, 1955, to Messrs. Bunn and Harshman, who will in turn approve and transmit one set of copies of such schedules to the Business Office. These schedules should show also the number of vacation days each employee has already taken during his current vacation year.

8. Any employee wishing to have his pay check delivered to him in other than the usual manner during his vacation leave shall transmit such request through his supervising administrative officer at the time his vacation schedule is submitted.

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9. For each legal holiday officially set aside by the University occurring during an employee's vacation period, one day shall be added to his total vacation leave.

10. The regular recesses in the academic calendar--Thanksgiving, Christmas, spring holidays, etc.--are vacation time for teaching staff members only. Time taken off by other employees during such periods shall be counted as a part of their regular vacation allowances.

11. An employee of the University shall be fully compensated at his regular rate of pay for all vacation time taken in accordance with the policies set forth in the preceding paragraphs.

April 18, 1955

Ralph W. McDonald
President

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UNIVERSITY POLICY ON VACATIONS

The following amendments and interpretations are supplementary to the basic policy as outlined in the memorandum of April 18, 1955.

1. "Two weeks of vacation" is intended to mean twelve working days; "three weeks" is intended to mean eighteen working days; "four weeks" is intended to mean twenty-four working days. Since the University has a five-and-one-half day working week, this means that a person with two weeks of vacation would have one additional day of vacation beyond two calendar weeks; that a person with four weeks of vacation would have two additional vacation days beyond four calendar weeks.

2. Employees in Group II, ordinarily entitled to two calendar weeks of vacation a year, shall be entitled to three weeks of vacation a year after twelve years of full-time service in the University (or after a total of fifteen years of full-time employment by the State of Ohio, including service in other State agencies as well as in the University).

3. An employee in Group II, V, or VI, whose vacation year is from January 1 through December 31, may take his vacation anytime during that year or anytime up to the following September 15, if the administrative officer in charge wishes to make such an arrangement.

4. An employee in Group III or IV, whose vacation year is from September 1 through August 31, may take his vacation during that year or up through the following September 15, if the administrative officer in charge wishes to make that arrangement.

5. In any individual case where unusual circumstances, previous commitment, the welfare of the University program, or personal hardship may indicate the desirability of a more flexible arrangement regarding vacation, the administrative officer in charge shall indicate the circumstances in a memorandum to the President and request approval for an appropriate adjustment. Any reasonable adjustment will be carefully considered, and all such adjustments that are in general accord with the broad intent of the University vacation policy will be approved. Specific approval by the President's office of each such exception is necessary, however, in order that practices throughout the many departments of the University may be reasonably comparable and adequate records maintained regarding all exceptions.

Ralph W. McDonald
President

May 4, 1956



Bowling Green State University

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Office of the Associate
Vice President for Operations
Bowling Green, Ohio 43403

March 20, 1973

MEMORANDUM

TO: Dr. Hollis A. Moore
Mr. J. C. Scheuerman

FROM: Personnel Services Advisory Committee

SUBJECT: Recommended Policies for Vacation, Sick Leave and Leave of Absence

On October 26, 1973, the Personnel Services Advisory Committee was appointed by the President to establish several policies and procedures for unclassified employees (contract, non-academic). The minutes of all committee meetings to date have been forwarded to your office, including recommendations concerning insurance and other benefits.

Attached herewith are three additional recommendations:

1. Vacation policy
2. Sick Leave policy
3. Leave of Absence policy

The following notes may provide helpful background information:

1. In keeping with the Affirmative Action Program, these recommendations are in general agreement with those presently applicable to classified employees.
2. It is assumed that because of the nature of contract responsibilities, most contract employees will work considerably more than an average 40-hour work week. In recognition thereof, for many years the minimum vacation earned has been four weeks per year.
3. Until recently, all classified employees received only two weeks of vacation, regardless of the number of years of service. However, in accordance with recent changes in the state law, classified employees now receive three weeks of vacation after ten (10) years of service, and four weeks of vacation after twenty (20) years.
4. Therefore, it is also recommended that contract employees earn vacation based upon similar years of service at BGSU as proposed in the vacation policy.

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March 20, 1973
Page 2

If your office (or others) desires additional information, please advise. The current vacation policy was adopted in 1955 (copy attached); however, it was not approved by the Board of Trustees (verified by Dr. McFall's office).

Committee Members:

F. E. Beatty
Roy Clark
Paul R. Nusser
John D. Hayes
Ray Malone
Robert McKay
Carol Payne
Richard Stoner
Marilyn Shepherd
Ray Whittaker
Charles Gallagher, Ex Officio
Elton Ringer, Chairman

ER/kb

Attachments

RECOMMENDED VACATION POLICY FOR NON-ACADEMIC CONTRACT EMPLOYEES

All full-time, twelve-month, non-academic contract employees earn annual vacation in accordance with the following schedule:

<u>Years of Service</u>	<u>Vacation Per Year</u>
Less than 1 year of service	No Vacation*
One year, but less than 10 years	20 work days
Ten years, but less than 20 years	25 work days
Twenty years or more	30 work days

*Employees with less than 1 year of service may take (borrow) 5 days vacation after each three months of service. However, if an employee terminates employment before completing one year of service, his/her termination check shall be reduced by the amount of vacation taken.

Employees are expected to utilize their vacation annually and at a time approved by the area supervisor. Absences chargeable to vacation are to be reported to the employee's area administrator (or his designee) who will maintain vacation records.

Vacation is computed from initial date of employment. Accumulated vacation up to a total of that earned in two years may be carried into a new contract year. Upon termination of employment, compensation for accrued vacation will be paid in a lump sum.

If an employee has interrupted service with the University (other state agencies excluded), his/her prior full-time employment period with the University shall be counted for determination of vacation earned.

Days designated as holidays shall not be charged against vacation.

Vacation is earned while an employee is on an active pay status; it is not earned while on unpaid leave of absence.

Vacation pay is not granted in lieu of vacation except at termination of employment

In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

This policy excludes Medical Doctors, Residence Hall Directors, Housemothers and other employees whose contract period is for less than twelve months inasmuch as they have time off with pay during shut-down periods between quarters, holidays, or summer.

Paul

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VACATION BENEFITS
(Detailed in Separate Exhibit)

Classified Employees.

Vacation benefits for classified employees are determined by the State. Vacation is earned on the basis of longevity, with a maximum of 5 weeks upon completion of 25 years of service:

1 - 7 Years	2 Weeks
8 - 14 Years	3 Weeks
15 - 24 Years	4 Weeks
25 Years and Over	5 Weeks

Contract Employees.

Contract employees receive 4 weeks of vacation, regardless of longevity; however, Library employees receive several ^(4 extra) additional days of vacation. (24 days Lib.)

The Personnel Services Advisory Committee recommended that contract employees should also earn vacation based upon longevity--or to at least grant 5 weeks to those completing 25 years of service (which would be consistent with the classified policy). To avoid possible inequities, perhaps the 5 weeks policy and the Library differential should be reviewed again.

Maximum Vacation Accrual.

Similarly, the maximum vacation accrual is considerably more liberal for classified employees (a maximum of 15 weeks after 25 years of service--as listed below), as compared with 4 weeks beyond one's anniversary date for all contract employees regardless of the number of years of service:

1 - 7 Years	6 Weeks
8 - 14 Years	9 Weeks
15 - 24 Years	12 Weeks
25 Years and Over	15 Weeks

To partially close the differential, perhaps after 15 years (or 25 years), contract employees might be given an additional 4 weeks of accrual.

6/8/81:ER

VACATION POLICY (Current)

All full-time, twelve-month, administrative staff members earn vacation time at the rate of twenty days for each year of service. During the first year of employment, the twenty days are accrued but may not be used until the first year's employment is completed. For example, if employment begins on July 1, 1982, the employee would be eligible to take twenty days of vacation on July 1, 1983 -- but not before. After the first year of employment, vacation is earned and may be utilized on a monthly pro-rata basis, i.e., 1 2/3 days per month. Records of vacation should be maintained by the staff member's supervisor or a designee on a monthly basis, with accrual, use and balance noted.

Vacation is earned while a staff member is in an active-pay-status with Bowling Green State University. It is not earned while on an unpaid leave of absence or while employed elsewhere.

Staff members are expected to utilize their vacation annually and at a time approved by the area supervisor. A maximum of forty days for vacation may be accumulated at any one time. It is expected, however, that no single vacation leave taken will exceed 20 consecutive working days unless approved in advance by the supervisor.

For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the President, Dean, or a Vice President, may authorize vacation leave in advance of accumulated leave, provided that should the staff member terminate employment, the termination check shall be reduced by the amount of used but unearned vacation.

Vacation pay is not granted in lieu of vacation except at termination of employment and such terminal compensation will be paid in a lump sum. The maximum amount of terminal compensation will be forty days. In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

This policy excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer. Administrative staff members who are contracted for 12 months but who work only part of each week earn vacation on a prorated basis. For example, an employee contracted to work fifty-percent for 12 months and works part of each week, earns vacation at one-half the normal rate. Part-time 12-month administrative staff members who have completed the equivalent of one full year of service at Bowling Green State University are eligible to utilize earned vacation. At the time of separation from employment with the University, part-time administrative staff are not eligible for payment of unused vacation credit.

The President or Vice Presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current vacation leave records.

At the end of each fiscal year, every staff member will submit to Administrative Staff Personnel Services a form approved by the immediate supervisor summarizing vacation use, accrual, and balance for July-December and January-June for that year. That form is placed in the staff member's personnel file located in the Office of Administrative Staff Personnel Services.

Questions about the vacation policy and procedures should be addressed to the Office of Administrative Staff Personnel Services.

ANNUAL RATE OF ACCRUAL
(Thirteen Schools Examined)

24 days	(1)	University of Toledo
22 days	(8)	Akron Cincinnati Cleveland Miami Ohio State Ohio University Wright State Youngstown
20 days	(4)	BGSU Central Michigan Kent (25 days after 25 yrs) Medical College of Ohio

MAXIMUM ACCRUAL
(Thirteen Schools Examined)

72 days	(1)	University of Toledo
66 days	(1)	Cincinnati
60 days	(1)	Kent State University
44 days	(2)	Cleveland State Wright State
40 days	(3)	BGSU Medical College of Ohio Miami University
33 days	(2)	Ohio University Youngstown
30 days	(1)	Ohio State University
22 days	(1)	Akron University
20 days	(1)	Central Michigan

PAYMENT AT TERMINATION
(Thirteen Schools Examined)

66 days	(1)	Cincinnati
60 days	(1)	Kent State
48 days	(1)	University of Toledo
44 days	(1)	Wright State
44 40 days	(2)	BGSU Miami
30 days	(2)	Ohio University Ohio State University
22 days	(2)	Akron Cleveland State
20 days	(2)	Central Michigan Medical College of Ohio
0 days	(1)	Youngstown (extend termination date)

ADMINISTRATIVE STAFF COUNCIL
PERSONNEL WELFARE COMMITTEE REPORT
TUITION FEE WAIVER-DEPENDENTS

During the Fall Semester, 1984, the Administrative Staff Council's Personnel Welfare Committee began to examine the University's policy on tuition fee waiver for dependents. With the assistance of the Office of Administrative Staff Services, thirteen state supported institutions in Ohio were contacted and asked to provide comparative data on the tuition fee waiver policy. The results of this survey are listed below.

FINDINGS: Bowling Green State University, with five years, has the longest waiting period for employees of any school canvassed.

No mandated waiting period:	Akron Cincinnati Kent Medical College Ohio University Wright State Youngstown
One-year waiting period:	Central State University of Toledo
Three-year waiting period:	Cleveland State Miami University Ohio State University
Five-year waiting period:	BGSU

The personnel Welfare Committee also conducted a survey, via questionnaire, to those administrative staff who have been employed less than five years (192). Eighty-two (42%) responded to the questionnaire. Twenty-four or 29% of the respondents indicated that they had been employed between three to five years. Nine respondents, of those employed between three and five years, indicated they would use this benefit for their spouse. Two respondents indicated they would use the benefit for their children. (See attached survey and corresponding results.)

RECOMMENDATIONS: The required waiting period for receiving the benefit of waiver of instructional fees for student dependents of university employees be reduced from five years after date of employment to three years after the date of employment.

RATIONALE: In addition to the direct benefit to recently employed administrative staff, there are indirect benefits, which include attraction and retention of higher quality employees, and increased recruitment of good students.

It is understood that the potential real cost to the university is the loss of instructional fees. Based upon the Administrative Staff survey, a number of dependents who would take courses would be graduate students; and thereby improve the enrollment ratio as directed in the University Role and Mission Statement. If University enrollment falls below the mandated ceiling, increased income is generated by these dependents through subsidy.

The results of the Administrative Staff Survey indicate that although a small number of Administrative Staff would use the fee waiver for their dependents, it would, nevertheless, be a significant benefit for them with minimum cost to the University.

This would make BGSU more competitive with other state supported institutions, more specifically, the University of Toledo.

ADMINISTRATIVE STAFF COUNCIL

DEPENDENT FEE WAIVER QUESTIONNAIRE-RESULTS

Responses:

Total	192
3-5 yrs experience	24

Marital Status:

Married	21
Single	3

Spouse employed at BGSU:

Yes	8
No	13
If yes, full-time	7

If available, would dependent use fee waiver:

Spouse	9
Undergraduate	4
Full-time	2
Part-time	2
Graduate	5
Full-time	0
Part-time	5
Children	2
Full-time	1
Part-time	1

November 5, 1985

Administrative Staff Council

Dependent Fee Waiver Questionnaire

The Personnel Welfare Committee of the Administrative Staff Council is reviewing the dependent tuition fee waiver policy. Please answer the following questions and return the questionnaire to Susan Darrow, University Honors Program, 231 Administration by November 25, 1985.

Name:

Department:

Marital Status: ☐ Single ☐ Married

Is spouse employed at BGSU? ☐ Yes ☐ No

If yes ☐ Full-time ☐ Part-time

If a dependent fee waiver had been available upon your employment at BGSU; how many dependents would have taken advantage of it this year? Please indicate number of dependents in each category. (You are limited to only one spouse.)

☐ Spouse

☐ Undergraduate

☐ Graduate

☐ Full-time

☐ Full-time

☐ Part-time

☐ Part-time

☐ Children

☐ Undergraduate

☐ Graduate

☐ Full-time

☐ Full-time

☐ Part-time

☐ Part-time



Bowling Green State University

February 13, 1987

75
Administrative Staff
Personnel Services
Bowling Green, Ohio 43403
(419) 372-2558
Cable: BGSUOH

MEMORANDUM

TO: Dr. Paul Olscamp
President

FROM: Linda L. Hamilton *Linda L. Hamilton*
Acting Director
Administrative Staff Personnel Services

SUBJ: ADMINISTRATIVE STAFF HANDBOOK

Enclosed is a draft copy of the 1987-88 Administrative Staff Handbook for your review and approval. This copy includes mainly editorial changes, procedure clarifications, and the inclusion of the University Role and Mission Statement. The Personnel Welfare Committee of the Administrative Staff Council (ASC) worked with Susan Caldwell and me to prepare these revisions which were approved by the ASC at their January 8 meeting. A summary of all the changes incorporated in this draft of the Handbook is attached.

In addition to these changes, ASC will be considering at its March 5 meeting two proposed changes to the Administrative Staff Council Charter. One of the proposed changes recommends the inclusion of the immediate past chair as a member of the ASC's Executive Committee. As soon as ASC has approved these recommendations, the changes will be shared with you. At this time, no policy recommendations are expected to be forthcoming.

All changes or additions appear in capital letters. Words, phrases, or sentences that are to be deleted appear with broken lines through them. You will note that whenever additional pages are needed for corrections/additions to sections of the handbook, the page numbers are designated with a decimal (e.g., if two pages will replace page 5, the new pages will be numbered pages 5 and 5.1). This process avoids the necessity of renumbering the entire handbook and will facilitate the printing/replacement of revised pages only.

I am requesting the review and approval of the enclosed materials by Administrative Council at your earliest convenience. Once we obtain the approval of Administrative Council of all the proposed changes, we will prepare a final draft copy of the handbook for submission to the Board of Trustees at their April 10 meeting.

Thank you for your assistance. If you would like to discuss any of the proposed changes to the handbook, please do not hesitate to call me.

LH:mmb

Enclosures

copy: Copies sent to all Administrative Council

P. Yon, Chair, ASC

J. Carr, Chair, ASC Personnel Welfare Committee

Summary of Revisions

This outline summarizes editorial and format changes, clarifications of wording.

Title Page	Changed dates
Index	Revised as appropriate
Page i	Changed <u>in</u> Appendix A to <u>as</u> Appendix A
Section I Index	Revised as appropriate
Page 7	Corrected spacing
Page 8	Clarification of Contracting Officer
Page 10	Changed days from 40 to 44 regarding payment of unused balance of vacation upon termination
Page 11	Corrected spacing
Page 12	Corrected spacing
Page 19	Changed <u>in</u> Appendix B to <u>as</u> Appendix B
Page 20	Supplemental Retirement Program is being reviewed by counsel with regard to elimination of the federal mandatory age provision.
Page 21	Change <u>in</u> Appendix C to <u>as</u> Appendix C
Page 22	Added statement on the University Role and Mission Statement
Page 26	Benefits revised as appropriate
Page 33	Moved some information regarding retiree fee waiver from item No. 5 to appropriate item No. 6.
Page 41	Changed shall to will under Key Replacement Policy
Page 44	Changed <u>in</u> Appendix D to <u>as</u> Appendix D
Page 46	Changed <u>in</u> Appendix E to <u>as</u> Appendix E
Appendices	Revised as appropriate
Page 70	Information omitted from original document added under (c)
Page 71	Addition of Appendix F

Additional typographical errors were corrected and have been indicated as changed by the date of 7/87 at the bottom of the page.

DRAFT
OF
ADMINISTRATIVE STAFF HANDBOOK
FOR 1987-88

Presented to Administrative Council
on February 17, 1987
for Review and Approval

Bowling Green State University

Major Sections

Section I

CONTRACTUAL RESPONSIBILITIES AND POLICIES

Section II

BENEFITS

Section III

GENERAL POLICIES

The policies of this Handbook apply to all administrative staff members who sign a "Contract for Administrative Staff Employment."

The 1987-88 ~~1986-87~~ Handbook was approved by the Board of Trustees on April 10, 1987 ~~June 15, 1986~~ and becomes effective for subsequently signed contracts.

Revisions of this Handbook will be recommended annually by a review committee of the Administrative Staff Council in conjunction with the Office of Administrative Staff Personnel Services.

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ADMINISTRATIVE STAFF COUNCIL

The Administrative Staff Council is an elected body whose purpose is to represent administrative staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies. The Council membership which includes ten percent of all administrative staff is proportionately representative of staff in the President's and Vice Presidents' areas. Meetings are held monthly and minutes are reported in the Monitor. The Administrative Staff Council operates according to its Charter which appears on the following two pages. The By-Laws of the Administrative Staff Council appear as Appendix A.

MICHAEL R. FERRARI AWARD

The Michael R. Ferrari Award is presented to a member of the administrative staff each year. The award recognizes exceptional performance during the year. Innovation and initiative, sensitivity to others, performance "above and beyond" that required by the position, and effective interaction with the University community are some of the attributes considered. Nominations are sought each year for the award recipient. A selection committee composed of administrative staff representing various areas of the University selects the recipient. The award is presented at the annual administrative staff meeting scheduled at the beginning of fall semester.

ADMINISTRATIVE STAFF SCHOLARSHIP

An Administrative Staff Scholarship was initiated in 1985. Each year administrative staff members are asked to contribute annually to this scholarship fund. A selection committee composed of administrative staff members selects a full-time or part-time EGSU student to receive the scholarship based on academic standing and financial need.

CHARTER
BOWLING GREEN STATE UNIVERSITY
ADMINISTRATIVE STAFF COUNCIL

SECTION I - Name and Representation

All Bowling Green State University administrative, technical, and research personnel having a full-time or continuing part-time Staff Contract shall be defined as Administrative Staff and shall be represented by the Administrative Staff Council.

SECTION II - Purpose of the Administrative Staff Council

The purpose of the Administrative Staff Council shall be to represent Administrative Staff members by promoting their general welfare, seeking professional development opportunities, maintaining communication among staff members, and reviewing, initiating, and making recommendations on institutional policies.

SECTION III - Membership of the Administrative Staff Council

All administrative staff, as defined above, shall be eligible to vote and hold offices.

The membership of the Administrative Staff Council shall be composed of ten percent of the full membership and shall be determined through election by the administrative staff members. The Administrative Staff Council shall be selected from each of the Vice Presidential areas of the University. Administrative Staff not reporting to a Vice President shall constitute a separate group that shall be proportionately represented on the Council. The number of members from each area shall be proportional to the number of administrative staff in that area. The apportionment shall be reassessed yearly by the Executive Committee. Membership on Administrative Staff Council shall be for three year terms, with one-third of the membership being elected each year. Members may not hold consecutive three-year terms.

Upon the recommendation of the Executive Committee and upon ratification by a two-thirds vote of the Administrative Staff Council, a maximum of three additional non-voting ex officio seats may be established.

SECTION IV - Officers and Committees

Officers. Officers of Administrative Staff Council shall be a Chair, a Chair-Elect, and a Secretary. Officers shall be elected each year by all members of the administrative staff. Initial nominations for officers shall be made by the full membership. The Chair and Secretary shall serve one-year terms; the Chair-Elect shall serve one year as Chair-Elect and the next year as Chair. The term of office on the Administrative Staff Council shall be extended appropriately for any member elected Chair-Elect. Officers may be removed from office by a two-thirds vote of the full membership.

Duties of the Officers

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The Chair shall preside at all meetings and the Chair (or designate) shall represent the administrative staff to all appropriate bodies and individuals.

The Chair-Elect shall assume all responsibilities of the Chair in case of the Chair's absence or resignation, shall assume the role of Chair at the end of the Chair's term of office, and shall maintain the budget of the Administrative Staff Council.

The Secretary shall maintain a record of all meetings, assist with correspondence, record attendance, and maintain election eligibility and voting records. The Secretary shall assure that the administrative staff is informed of all proceedings of the Administrative Staff Council and the Executive Committee.

The officers of the Administrative Staff Council shall summarize the activities of the Council in an annual report to all members of the administrative staff at the conclusion of each fiscal year.

Committees

1. Executive Committee. The Executive Committee shall be composed of the Chair, the Chair-Elect, the Secretary and one representative from each Vice Presidential area, elected from the Administrative Staff Council by the full administrative staff membership.
2. Other Committees. Committees shall be appointed by the Executive Committee as the need arises.

SECTION V - Meetings

Meetings of the Administrative Staff Council and the Executive Committee shall be held on a regular basis. A meeting of the entire administrative staff shall be called by the Executive Council at least once a year. Special meetings of the full administrative staff may be called upon the request of a majority of the full membership of the administrative staff or of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings.

SECTION VI - Authorities and Amendments

The Council shall be governed by this Charter, the By-Laws, and other policies and procedures as subsequently approved by the appropriate membership.

This Charter may be amended by a two-thirds vote of the Administrative Staff Council provided that a copy of the amendment has been distributed to the full administrative staff membership at least 30 days prior to the meeting at which the amendment is to be considered.

ADMINISTRATIVE STAFF PERSONNEL SERVICES

The Office of Administrative Staff Personnel Services provides assistance to administrative staff members on employment-related matters. Among the services provided are explaining and interpreting policies and benefits; new employee orientation and processing; exit interviews; retirement counseling; position reviews; counselling staff on personnel matters; maintaining and updating personnel records; and coordinating training and professional development opportunities. Discussions with administrative staff members about employment matters are kept strictly confidential.

Administrative Staff Personnel Services maintains a personnel file on every administrative staff member, except those with faculty rank. Included in the file is information pertaining to the staff member's employment at Bowling Green State University, including contract information and evaluations. Staff members are encouraged to update their files when any change occurs in employment, education, or professional development. In addition, the office is also available to assist departments with recruitment efforts if requested.

Questions about employment matters related to administrative staff members should be addressed to Administrative Staff Personnel Services, Room 910 Administration Building. Questions about insurance benefits are handled by the Insurance Office, Room 10 Shatzel Hall.

Revisions to the Handbook

The Administrative Staff Handbook is revised each year to include current, accurate information about policies, procedures and benefits affecting administrative staff members. The revisions are made effective with the start of each fiscal year.

Only pages with revisions or additions are updated each year. Pages are numbered consecutively throughout the book with the most recent effective date (month and year) in the lower outside corner. If a page must be revised, the new page will have the same page number as the one it replaces. The effective date (month & year) in the lower outside corner will differentiate the old page from the new one.

Example:

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SECTION I

CONTRACTUAL RESPONSIBILITIES AND POLICIES

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AFFIRMATIVE ACTION POLICY

Bowling Green State University affirms its policy of equal employment opportunity, equal educational opportunity, and nondiscrimination in the provision of educational and other services to the public. The University will not discriminate against any person because of race, religion, color, national origin, sex, marital status, age, handicap, or veteran status, and it will not knowingly cooperate with, support, or employ the services of organizations which do not adhere to this policy.

The Affirmative Action Plan of Bowling Green State University is designed to establish the actions of the University in providing equal opportunity to all persons, and in acting affirmatively in instances where such opportunity may be limited. This meets both the spirit and intent of rules and regulations governing affirmative action.

Concerns related to discriminatory practices or the Affirmative Action Plan should be directed to the Office of Affirmative Action, Bowling Green State University.

CODE OF STANDARDS AND RESPONSIBILITIES FOR ADMINISTRATORS

All members of the University community share the responsibility of sustaining the highest principles of professional behavior. Those persons appointed to administrative assignments have the responsibility of promoting a healthy climate for learning and professional growth and of asserting the leadership and support essential to enhancing the University's programs and services. Effective administration promotes an institutional reputation of academic and professional excellence as well as the sound management of institutional resources.

The University follows a participatory model of governance in which numerous administrative decisions are made following consultation with faculty, students, and staff. Administrative behavior that represents dedication to service, openness to disagreement, truth and candor in communication, acceptance of human error in the quest for excellence, tolerance for variations of style, compassion as an essential quality, and reconciliation as an honorable process are all integral to the functioning of a mature university.

It is within this context that a code of standards and responsibilities has been developed. The following statements apply to all persons who hold full-time or part-time administrative assignments or other professional, non-teaching administrative staff appointments:

Responsibilities to the University Community

1. Employment as an administrator at the University should entail the understanding and support of the provisions in the Ohio Revised Code, which set forth the legal bases for the University and for all governance documents and basic

institutional policies approved by the Board of Trustees. Also administrators should protect the legal and financial interests of the University and the State of Ohio through the implementation and monitoring of policies approved by the Board of Trustees, councils, and agencies of the University and the State of Ohio.

2. Administrators should perform their professional responsibilities fairly and impartially.
3. Administrators should not engage in conduct that is dishonest or fraudulent nor should they accept duties, obligations, gifts, or favors of monetary value or engage in private business or professional activities which conflict with the interests and policies of Bowling Green State University and the State of Ohio. The Ohio Ethics Law prohibits exploitation of authority of a University position for personal monetary gain.
4. In public, administrators should clearly distinguish personal opinions from statements reflecting the University's positions and policies.
5. In keeping with the University's Affirmative Action Plan as approved by the Board of Trustees on April 14, 1977, administrators should not discriminate against individuals because of race, color, religion, age, physical impairment, sex, or national origin, and they also should be responsible for eliminating discrimination when it occurs and for establishment of policies to prevent its recurrence.
6. Administrators should maintain the confidentiality of written and oral reports or records transmitted in a confidential context. Such information is to be shared only when required by law or with persons of proper authority.
7. Administrators should be sensitive to the social norms and moral expectations of the community in which they live and should work with an awareness that the public implicitly identifies the University's staff with the institution itself.

Responsibilities to Students

1. Administrators should at all times respect and promote the welfare of students and refrain from relationships that might be perceived as acts that exploit students.
2. Administrators, when interacting with students, should recognize them as developing persons who possess dignity and the potential for self-direction.
3. Administrators should promote and enrich the University's learning environment in response to the academic needs of students and of society-at-large.

4. Administrators should adhere to the spirit and intent of policies describing the role and rights of students and encourage and assist them in the use of established procedures to resolve complaints and grievances.

Responsibilities to Faculty

1. Administrators should protect academic freedom and the general right of faculty to discuss controversial ideas of academic concern.
2. Administrators should consult faculty through recognized channels in decision-making.
3. Administrators should provide faculty with the support services and resources essential to a learning environment of excellent quality.
4. Administrators should implement policies fairly and impartially and with due regard for the dignity and rights of the individual faculty member.
5. Administrators should be available to communicate with faculty on matters of academic and general institutional concern.

Responsibilities to Administrative Colleagues

1. Administrators should treat staff members with dignity and impartiality and use neither coercion nor preferential treatment in decision-making.
2. Administrators should inform members of their staff of goals and objectives while promoting a spirit of cooperation.
3. Administrators should communicate with the officers to whom they report if they are active candidates for other professional positions.
4. Administrators should seek professional advice from other administrators when such counsel can improve decision-making.

Responsibilities to Self

1. Administrators should actively participate in professional associations for self-development and for the promotion of the interests of the University.
2. Administrators should maintain a commitment to their own professional development.
3. Administrators should maintain their physical and mental well-being through a healthy life style. (Board of Trustees, 11/13/80)

COMPUTER FACILITIES

University Computer Services operates a number of computer facilities for the University community. Each facility is for a specific purpose and has rules established for its use by University Computer Services, in consultation with appropriate advisory committees composed of faculty, staff, and students.

To use one of these systems, staff members should contact University Computer Services for an application form and appropriate regulations. A staff member is authorized to access computers according to these rules. University Computer Services approves access to data that it controls.

Bowling Green State University computing facilities shall only be used for valid University instruction, research, or administrative purposes and shall not be used for purely personal gain. It is a violation of federal and state laws and University policy to use another person's computer access code; to give your access code to another person; to access or attempt to access use of another person's programs or data without that person's permission; or to attempt to break University security systems.

CONFLICT OF INTEREST-RESEARCH AND CONSULTING

A. Conflict Situations

1. An administrative staff member may not accept employment from outside the University that will adversely affect fulfillment of the staff member's University responsibilities and duties.
2. Favoring of outside interests.

When an administrative staff member engaging in externally-sponsored work has a significant financial interest in, or a consulting arrangement with, a private business concern, it is imperative to avoid actual or apparent conflicts of interest between externally-sponsored University research/consulting obligations and outside interests or obligations. Such conflicts of interest may arise by:

- a. Orientation of the staff member's University research/consulting to serve the needs of the private firm without disclosure of such undertaking to the University and the sponsoring agency;
- b. Purchase of major equipment, instruments, materials, or other items for the University research from a private firm in which the staff member has an interest without disclosure of such interests;

- c. Transmission to the private firm, or other use for personal gain, of externally-sponsored work products, results, materials, records or information that are not made generally available. (This would not preclude appropriate licensing arrangements for inventions or consulting on the basis of externally-sponsored research results where there is significant work by the staff member independent of externally-sponsored research/consulting);
 - d. Use for personal gain or other unauthorized use of privileged information acquired in connection with the staff member's externally-sponsored activities. (The term "privileged information" includes medical, requirement or price actions; possible new sites for Government operations; and knowledge of forthcoming programs or of selection of contractors or subcontractors in advance of official announcements.);
 - e. Influence upon the negotiation of contracts relating to the staff member's externally-sponsored research between the University and private organizations with which the administrative staff member has consulting or other significant relationships;
 - f. Acceptance of gratuities or special favors from private organizations with which the University does or may conduct business in connection with an externally-sponsored research/consulting project, or extension of gratuities or special favors to employees of the sponsoring Government agency or private organization under circumstances which might reasonably be interpreted as an attempt to influence the recipients in the conduct of their duties.
3. Consulting for Government agencies, their contractors, or private organizations.
- a. When the staff member engaged in Government-sponsored research also serves as a consultant to a Federal agency, professional conduct is subject to the provisions of the Conflict of Interest Statutes (18 U.S.C. 202-209 as amended) and the President's Memorandum of May 2, 1963, "Preventing Conflicts of Interest on the Part of Special Government Employees". When a person consults for one or more Government contractors, or prospective contractors, in the same technical

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field as research project, care must be taken to avoid giving advice that may be of questionable objectivity because of its possible bearing on one's other interest.

- b. In undertaking and performing consulting services, a staff member should make full disclosure of such services to the University and to the contractor or private organization insofar as they may appear to relate to the work at the University and to the contractor.

B. University Procedures

1. Reporting of outside employment or interests.

A full-time 12-month administrative staff member may engage in paid consultation provided the consultation will either enhance the staff member's professional growth or will relate to that person's University position and expertise and provided the department director, and appropriate dean, vice-president, or president agree in advance that such activities do not interfere with University responsibilities. Such consultation is limited to no more than five days per year. These five days may be used only for consultation and do not accrue from one year to the next. Vacation time must be utilized for paid consultation beyond five days per year.

2. Distribution of effort.

- a. With the competing demands placed upon the energies of an administrative staff member, the way in which one divides effort among these various functions does not raise ethical questions unless the agency supporting the research is misled in its understanding of the amount of intellectual effort one is actually devoting to the research in question. If the University-approved research agreement proposes that the administrative staff member devote a certain fraction of effort to the externally-sponsored research, or one agrees to assume responsibility for such research, a demonstrable relationship between the indicated effort or responsibility and the actual extent of involvement is to be expected.
- b. The administrative staff member shall supply appropriate documentation such that the director of the department may maintain records of the time involved with all outside consulting or research work by the administrative staff member.

3. Reporting of invention

Inventions made by University administrative staff members usually involve contributions by, and consequent interests of, the inventor, the University, and an outside research sponsor. To protect the rights of all three parties, prompt reporting and action are necessary. Any administrative staff member who conceives an invention in the course of research conducted at the University shall report the invention to the Associate Vice President for Research for appropriate action. The allocation of patent rights and division of proceeds, if any, shall be consistent with the existing Patent Policy as approved by the Board of Trustees, and consistent with the terms of any relevant research grant or contract. A copy of the Patent Policy is available in the Office of Administrative Staff Personnel Services.

4. Production of films or instructional materials.

The development and sale or rental of audio-visual or other instructional materials produced by individuals while under University contracts or developmental grants shall be reported to the immediate supervisor and appropriate agreements made to respect the mutual interest of all parties. Such materials remain the property of Bowling Green State University.

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CONTRACT INFORMATION

Appointment Information

Administrative staff members shall be advised in writing at the time of initial appointment of the primary responsibility of the position including title, salary, and pay period.

Obligation to the University

An administrative staff member may not accept employment from outside the University that will adversely affect fulfillment of the responsibilities and duties of the assigned position/title.

Continuance/Termination/Release

A. Continuance

Appointments to full-time administrative staff positions will be subject to renewal or non-renewal annually, on a fiscal year basis. It is assumed that a full-time administrative staff member will receive successive annual contracts unless:

1. The contract states the contrary.
2. The University has made the decision not to continue employment and has given timely notification as follows:
 - a. not later than March 1 of the first, second and third years of contract service if appointment is to expire at the end of one of those fiscal years.
 - b. not later than January 1 of any subsequent fiscal year of contract service.

Recommendations for non-renewal (which will include supportive information) will be made BY AREA HEADS to the appropriate CONTRACTING supervisor whether (President, appropriate Vice President or Dean) ~~by area heads.~~

B. Termination

Termination of the appointment and contract before the end of any contracted term of service shall be referred to as "Termination for Cause" or "Release."

1. Termination for Cause
 - a. An administrative staff member may be terminated for cause during the contract year for the following reasons:
 - i) conviction of a felony;
 - ii) if credentials are proved to be fraudulent;

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iii) failure to perform duties and services (as identified in the appointed position or title and/or as may be assigned or changed) to the satisfaction of the staff member's immediate supervisor.

2. Dismissal or Suspension

Recommendations for termination for cause noted above shall be sent to the President or appropriate Vice President with appropriate documentation. After a decision for dismissal or suspension is made, written notice shall be given to the staff member involved stating all provisions relating to that notice.

The President or appropriate Vice President may dismiss or suspend the staff member immediately. In the event of a dismissal or suspension, the staff member shall be continued on the payroll for fourteen (14) calendar days following the date of dismissal or suspension. The President or appropriate Vice President may continue the staff member on suspended status with pay through temporary assignment to other job responsibilities until the suspension is resolved. In the event the dismissal or suspension is resolved in the staff member's favor, the staff member shall be entitled to full back pay and benefits if the staff member had been dismissed or suspended without pay.

C. Release

Release may be effected in case of financial exigency, or bona fide discontinuance of a program or departmental/divisional area, and the staff member concerned will be given a minimum of three months written notice; except for the release of persons funded by external grants which shall be contingent upon the availability of said grant funds.

A notice for termination for cause or release is not affected by Section A (Continuance).

EVALUATION PROCEDURE

1. All administrative contract staff should be evaluated each year primarily on the basis of:
 - performance of primary duties
 - performance of occasional duties
 - attainment of agreed upon goals
2. Each Vice President should establish a committee composed of all the administrative staff council representatives of that area to develop a format for written evaluations for the area. Each Vice President and administrative staff council representatives should agree to the format. All formats for written evaluation will include the criteria listed in item (1) above.
3. Within each department or area, a staff member may be evaluated on additional criteria appropriate to the position and agreed to in advance by the staff member and the supervisor. These criteria may include, but are not limited to:

supervisory skills	learning new skills
innovations	University and professional
professional development	service
interpersonal relationships	peer relationships
counseling	research/publications/
awards/honors	presentations
teaching	communication skills
service on governance bodies	student evaluations
facility management	
4. The evaluation process should occur in two steps.
 - A. The staff member and supervisor should meet and accomplish the following:

Review and determine staff member's job description and goals for the next contract period and make any necessary changes to the basic job description.

Based on the above agreements, determine evaluation criteria that will be used to assess the staff member's performance.

The staff member and supervisor will confirm the job description, goals and evaluation criteria in writing.

- B. Before the beginning of the next contract period, the supervisor will provide the staff member with a written evaluation based on the previous agreements and will discuss the evaluation with the staff member. The employee may respond in writing to the evaluation, and this reply will become part of the evaluation.
5. The supervisor will send copies of the written evaluation to the Office of Administrative Staff Personnel Services and to the staff member.

POLICY FOR ADMINISTRATIVE STAFF IN GRANT OR EXTERNALLY FUNDED POSITIONS

Administrative staff members in positions funded wholly or in part by grant or other external funds are covered by the policies, procedures, and benefits noted in the Administrative Staff Handbook except that such coverage is contingent upon the availability of said grant/external funds. In particular, continuation of employment is not guaranteed beyond the termination of grant/external funds. Other policies, procedures, and benefits which are provided contingent upon the availability of grant/external funds include, but are not limited to the following:

1. Vacation benefits (including payment of unused balance of no more than ~~40~~ 44 days upon termination).
2. Sick leave benefits (including payment for a maximum number of days prescribed by policy upon retirement after 10 years of EGSU service).
3. Consulting release time.
4. PERS - University contribution.
5. Employee and dependent fee waiver.
6. Insurance benefits.
7. Supplemental Retirement Program.
8. Holidays.

Grant/external funds must be set aside each year to cover salary and all benefits that have a direct financial impact on the University. Failure of the grant or external source to provide said funds could result in the termination of employment and/or the curtailment or elimination of certain benefits.

DISCRIMINATION COMPLAINT PROCEDURE

Bowling Green State University is committed to providing equal opportunity to all persons without regard to race, religion, color, national origin, sex, marital status, age, handicap, or veteran status. Regardless of University policy or action, however, an administrative staff member may feel discriminated against. In such situations, the University's desire is to have the alleged discrimination complaint resolved as fairly and expeditiously as possible.

An administrative staff member who has a discrimination complaint, and who has unsuccessfully attempted to resolve it at other levels, may contact the Office of Affirmative Action. Administrative staff in the office will attempt to resolve the complaint by discussing it with the complainant, the respondent, and other appropriate persons

who might be helpful in establishing the facts of the case. In all instances, the administrative staff member or anyone providing information on behalf of that person will be assured that no reprisal will occur at any stage as a result of the complaint.

If the complainant is not satisfied with the results of the investigation by the Office of Affirmative Action, a request for a grievance hearing may be made. In the event that the complainant is not satisfied with the results of the hearing, an appeal may be made to the President of the University. The decision of the President is final.

For specific information regarding the University's affirmative action grievance procedures, you may contact the Office of Affirmative Action or refer to Bowling Green State University's Affirmative Action Plan.

GRIEVANCE AND HEARING PROCEDURES

I. Grievance Procedure

A. Purpose

The purpose of the grievance procedure is to ensure the prompt resolution of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. The decision not to continue the contract of an administrative staff member is not grievable, and, therefore, not subject to this procedure.

Complaints dealing with alleged discrimination will be processed according to the provisions of the University's affirmative action plan.

B. Area review committee

The President (or designee) and each vice president will establish a three-member committee to assist in resolving grievances within the vice-presidential area. Committee members will serve for three years except initial appointments which will be staggered one, two, and three years.

The President (or designee) and each vice president will be responsible for establishing procedures for appointing a chair and for designating the time period for serving in this capacity.

C. Initial review and transmittal of grievance

When a complaint arises, the administrative staff member should first attempt to resolve the issue with the immediate supervisor. Efforts in this direction should be documented. If the grievance is not resolved to the staff member's satisfaction, that person may present the

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grievance, in writing, to the chair of the area review committee. This must occur within seven calendar days after the immediate supervisor has rendered a decision as to the resolution of the complaint.

Should the complainant be a member of the hearing panel or should a particular case indicate the potential for a conflict of interest, the appropriate vice president will select a new person to hear the case in question.

The Area Review committee will investigate the grievance, and within fourteen calendar days after its receipt, submit a written recommendation for resolution to the President (or designee) or appropriate vice president. The President (or designee) or Vice President will present a written decision to the staff member within seven calendar days after receipt of the Area Review Committee's report. A copy of the Review Committee's report will also be forwarded to the staff member.

If the complainant identified the potential for a conflict of interest with the vice president, the duties herein delegated to that position will be reassigned as directed by the President.

II. Hearing Procedure

A. Purpose

The purpose of the hearing procedure is to provide for the further review of complaints by administrative staff members regarding the terms and conditions of employment, salary, benefits, or other job-related concerns. This procedure will be used if resolution of the problem has been unsuccessful at prior levels.

B. Request for hearing

1. If the administrative staff member is not satisfied with the decision rendered at the area review committee level, that person may request that a hearing panel be convened. This request must be made within seven calendar days after receipt of the written decision of the President (or designee) or vice president. The request must be submitted in writing to the President (or designee) or vice president and include the name of one BGSU employee selected by the complainant, who is willing and available to serve as a member of the hearing panel.
2. Within three calendar days after receipt of a request for a hearing, the President (or designee) or vice president will notify the Director of Affirmative Action. Within fourteen calendar days after notification, the Director of Affirmative

Action will coordinate all aspects of the hearing process. This will include contacting the complainant and the respondent to review the hearing procedures and will also include facilitating the establishment of the hearing panel.

3. The hearing must take place within fourteen calendar days after the establishment of the hearing panel. (The Director of Affirmative Action will be responsible for scheduling the hearing.)

C. The Hearing Panel

The Hearing Panel will consist of three voting members.

1. Selection of members

The complainant's nomination of a member will be as noted in the "Request for a Hearing." The respondent will nominate one University employee who is willing and available to serve as the second member of the hearing panel.

A third panel person, who will also serve as chair of the hearing panel, will be selected by mutual agreement of the two chosen members. This person must be an employee of the University. If the two members of the hearing panel cannot reach agreement in this matter, the chair will be appointed by the Director of Affirmative Action.

2. Obligations and powers of the hearing panel

It is the duty of the hearing panel to conduct a fair and impartial hearing.

The hearing panel will have access to all available witnesses and records concerning the matter before it. The hearing panel will conduct its proceedings as expeditiously as possible.

D. Hearing guidelines

Hearings will be informal. Legal rules of conduct will not govern the proceedings.

The burden of proof for any grievance rests with the complainant.

The complainant and the respondent may be represented by an advisor of their choice who may participate fully in the hearing.

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The hearing will be closed unless all parties agree that it be open. If it is open, each party may invite two observers from the University work force in addition to the advisor.

A tape recording will be made of each hearing and shall become part of the record of the hearing. This will be used 1) to assist the panel in its deliberations and 2) for appeals. It will be available to the complainant or the respondent on request to the Director of Affirmative Action and it will be kept only until the University appeal procedure has been exhausted. Any cost of making a written transcript will be borne by the person making the request.

By mutual agreement, a maximum of seven calendar days extension of the time period in the hearing procedure will be allowed at any phase of the proceedings. (The Director of Affirmative Action will be responsible for adherence to the timetable.)

Expenses incurred during the hearing will be borne by the University, excepting those expenses incurred through the use of individuals external to the University which shall be borne by the party utilizing such individuals. The University will not pay expenses incurred by the complainant during preparation for the hearing. Staff members will not be given time off with pay to prepare for the hearing nor receive extra compensation for the time spent beyond the normal working hours.

The hearing will be conducted in the following manner:

The name of the case and persons present at the hearing will be given.

The powers, duties, and functions of the panel will be read by the chair.

Complainant (or advisor)* will make an opening statement, explaining the grounds for the complaint, what the complainant intends to prove, and outlining the evidence supporting it.

*It is hereinafter understood that the term respondent or complainant also includes that person's advisor.

The hearing panel will allow for the presentation of evidence limited only by the requirement that, in the panel's judgment, it must be relevant to the case at hand.

Complainant may call witnesses and/or present any documentary evidence.

Prior to testimony of a witness, the chair will administer an oath which will affirm the veracity of the statements. Witnesses may testify either in narrative form or in response to specific questions.

At the conclusion of each witness' testimony offered by the complainant, the respondent will have an opportunity to ask questions. The panel will then be allowed to ask any questions it may have.

Respondent will make an opening statement which will consist of what the respondent will attempt to prove. Respondent may call witnesses and/or present any documentary evidence.

At the conclusion of each witness' testimony offered for the respondent, the complainant will have an opportunity to ask questions. The panel will then be allowed to ask any questions it may have.

Complainant will be allowed to introduce additional evidence or testimony in rebuttal of any newly introduced testimony or evidence brought forward in the respondent's case.

Respondent will be allowed to introduce additional evidence or testimony in rebuttal of any newly introduced testimony or evidence brought forward in the complainant's rebuttal.

Complainant will make closing arguments summarizing the case.

Respondent will make closing arguments summarizing the case.

E. Resolution

The hearing panel will give written notice of its recommended disposition of the complaint, including rationale for the recommendation, to the Director of Affirmative Action. This must occur within seven calendar days after the conclusion of the hearing. (The panel's recommendation will be made by majority vote.)

Copies of the panel's recommendations will be forwarded to the complainant, the respondent, and the President (or designee) or appropriate vice president.

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The Director of Affirmative Action will facilitate the process for resolution of the complaint and will insure that the appropriate administrator makes a decision in a timely manner.

F. Appeal

The recommendation of the hearing panel and the decision of the appropriate administrator may be appealed in writing within seven calendar days of the decision, to the President of the University. The President (or designee) will respond in writing to all parties--complainant, respondent, chair of the hearing panel, Director of Affirmative Action, and the appropriate vice president--concerning final disposition of the appeal within fourteen calendar days after receiving the appeal. The President's (or designee's) decision is final.

NEPOTISM

In keeping with good personnel management procedures and to guarantee equal employment opportunities to all, applicants may not be hired for or promoted into positions in which they would supervise or be subject to the immediate supervision of a member of their immediate family. This policy will be upheld regardless of the sex of the relatives involved and will be equally applied to both males and females.

For more specific information relative to nepotism, you may contact the Office of Affirmative Action.

THE OHIO ETHICS LAW (General Assembly of Ohio, 1973)

The Ohio Ethics Law was enacted in 1973 by the General Assembly to insure the integrity of government and to improve public confidence in government officials and employees. The following 11 points describe the major provisions of the law:

1. **CONFLICT OF INTEREST.** The Ethics Law guards against public officials and employees who would misuse their positions for personal gain or benefit.

Section 102.03 of the Revised Code prohibits persons appointed to or employed by a public agency now or within the past year from appearing before that agency in a representative capacity, the so-called "revolving door." The section also prohibits the disclosure or use for profit of confidential information acquired during public service, and restricts participation in license or rate-making proceedings where personal benefits might be derived. In addition, the section prohibits public servants from using their positions to secure anything of value for themselves.

Section 102.04 prohibits public servants, whether elected, appointed, or employed, from appearing before or selling goods and services to other agencies within the same governmental entity. The section does, however, exempt non-elected public officials and employees from the prohibition if they first declare their intent in the form of a statement filed with both the agency with which they serve and the agency with which the business is to be conducted.

2. INVESTIGATIONS. The Commission responds to complaints and conducts its own investigations into alleged conflicts of interest.
3. CONFIDENTIALITY. All matters concerning investigations are confidential. If, after a hearing, a complaint is dismissed, the accused person may ask that the matter be made public.
4. HEARINGS. The Commission conducts hearings on complaints filed with it after it has been determined that the complaint is not frivolous and that there is reasonable cause to believe the facts as alleged would constitute a violation.
5. REPORT OF FINDINGS. If the Commission finds, based on a preponderance of the evidence, that a public official has violated the Ethics Law, the evidence is turned over to the appropriate prosecuting authority.
6. PENALTIES. Persons found guilty under the Ohio Ethics Law may be fined a maximum of \$1,000 or imprisoned up to six months or both. Persons required to file a financial disclosure statement but who fail to do so, face a maximum fine of \$250 and up to 30 days imprisonment.
7. FINANCIAL DISCLOSURE. All candidates for public office, except those running for village, township, or school board office, and all elected officials, except those holding village, township, or school board office, are required to file a financial disclosure statement with the appropriate ethics commission each year. Also, certain appointed state officials are required to file a disclosure statement. The statement requires that sources of income and other financial interests are disclosed. Most public officials are required to file with their respective Ethics Commission by April 15 of each year. Candidates are required to file 30 days prior to the first election in which they appear. Statements are available from any county board of elections or from the Commission.
8. PUBLIC INSPECTION. Financial disclosure statements on file with the Commission are open to public inspection and copies are available on written request.

9. SPECIAL RULES. The Ohio Ethics Commission has adopted two rules under its rule-making authority, which extend the financial disclosure filing requirement to certain classes of public officials. The first such rule, EC-2, requires the chief administrative officers of about 100 state boards, commissions and other agencies to file an annual statement. The second rule, EC-3, requires the members of the same boards, commissions and other agencies to file a disclosure statement.
10. FOUR ETHICS COMMISSIONS. The administration of the Ohio Ethics Law is entrusted to four separate agencies, each having a distinct jurisdiction. The House Legislative Ethics Committee and the Senate Legislative Ethics Committee are concerned with candidates for and members and employees of the General Assembly. The Supreme Court Board of Commissioners on Grievances and Discipline is concerned with judicial officers, employees, and candidates for judicial office. The Ohio Ethics Commission has jurisdiction over all other public officials, employees and candidates for public office under the purview of Chapter 102. of the Revised Code.
11. ADVISORY OPINIONS. The Commission issues advisory opinions in response to questions relating to ethics, conflicts of interest and financial disclosure.

RACIAL AND ETHNIC HARASSMENT POLICY

The policy of Bowling Green State University is that racial and ethnic harassment will not be condoned. Moreover, the University will use its influence to encourage the community-at-large to treat its students, faculty and staff and affiliated visitors consistent with the principles of this policy. The policy is in keeping with the spirit and intent of federal, state, municipal and university guidelines governing racial discrimination. A copy of the Racial and Ethnic Harassment Policy is included in as Appendix B.

RESIGNATIONS AND EXIT INTERVIEWS

A. An administrative staff member who resigns from the University should:

- 1) Give the immediate supervisor a minimum of one-month written notice before the effective date of resignation; a copy of the notice should be sent to Administrative Staff Personnel Services.
- 2) Leave a forwarding address with the Office of Administrative Staff Personnel Services. This information would be used only in the event that it would be necessary to contact the employee subsequent to resignation.
- 3) Schedule an exit interview with the Office of Administrative Staff Personnel Services.

Staff members who are retiring should also follow this procedure.

B. The exit interview conducted by a staff member in Administrative Staff Personnel Services includes a review of the status of insurance, retirement, and other benefits upon termination, and instructions about the return of identification cards, parking decals, keys, and other property belonging to Bowling Green State University.

A fee may be deducted from the staff member's last payroll check in the event that University identification cards, keys, and parking decals are not returned. Failure to return other University property will be dealt with on a case-by-case basis (See also Key Regulations).

C. It is the responsibility of the staff member's immediate supervisor to verify the unused sick leave balance for the staff member at time of termination and forward that information to the Office of Administrative Staff Personnel Services. In addition, the supervisor should inform the President or appropriate vice president or dean of the date of termination and balance of unused vacation time to be paid to the staff member so that steps can be taken to remove the person from the payroll.

PUBLIC EMPLOYEES RETIREMENT SYSTEM

All administrative staff members are required by law to participate in the Ohio Public Employees Retirement System. Staff members contribute 8.5% of gross salary, and the University as the employer, contributes 13.71% of each staff member's annual earnings to PERS. The University picks up payment of the employee's 8.5% share. For purposes of State and Federal income taxes, this 8.5% is excluded from the employee's taxable income. It becomes taxable upon claiming the funds after retirement or upon the optional withdrawal of the account when a person leaves PERS sponsored employment. Members are eligible to retire at age 60 with five years of service, at age 55 with 25 years of service, or at any age with 30 years of service. The mandatory retirement age is 70. With the supervisor's approval, however, a staff member may complete the fiscal year in which age 70 is attained. Anytime prior to retirement, accrued contributions may be withdrawn at time of termination of contract. The law requires that three months must elapse from the date the employer certifies that the member left public employment before the refund is made.

Staff members may purchase up to five years of out-of-state or federal civil service for retirement credit provided they have an equivalent amount of retirement credit with an Ohio Retirement system. One advantage of purchasing out-of-state or federal service credit is to increase Ohio retirement monthly benefits.

Staff members who completed a tour of active duty before July 1, 1973, may purchase up to five years of military service for retirement credit provided they have an equivalent amount of service credit with an Ohio retirement system. Career military retirees are exempt from this provision.

Administrative staff members who are on a University-approved leave of absence may be able to purchase a maximum of one year of PERS service credit after they have returned to full-time University service for at least one year.

Administrative Staff Personnel Services is available to assist staff members who are planning to retire or who have general questions about PERS and the retirement process. Administrative staff members are encouraged to visit the Office of Administrative Staff Personnel Services at least three months prior to a planned retirement date for a pre-retirement interview. In addition, for details on any PERS policies you may contact PERS directly:

Public Employees Retirement System
277 East Town Street
Columbus, OH 43215
Phone: (614) 466-2085

For administrative staff who have prior credit in or belong to STRS, questions may be addressed to:

State Teachers Retirement System
275 East Broad Street
Columbus, OH 43215
Phone: (614) 227-4090

SEXUAL HARASSMENT POLICY

It is the policy of Bowling Green State University that sexual harassment will not be condoned. This policy applies equally to faculty, administrative staff, classified staff, and students, and is in keeping with the spirit and intent of guidelines on discrimination because of sex. It is expected that each administrative staff member will make good faith efforts to insure adherence to this policy within that person's area of responsibility. Further, it is the responsibility of administrative staff members to discourage sexual harassment, report such incidents to the Office of Affirmative Action, and cooperate in any investigation which might result.

Concerns related to sexual harassment should be directed to the Office of Affirmative Action, Bowling Green State University. A copy of the Sexual Harassment Policy is included in as Appendix C.

UNEMPLOYMENT COMPENSATION

Employment at Bowling Green State University is covered under the Unemployment Compensation Act which may provide income if the unemployment comes through no fault of the administrative staff member and if the staff member is available and seeking work. Should one become unemployed for any reason, the local Bureau of Employment Services should be contacted. If suitable work is unavailable, one may qualify for unemployment compensation. Further information may be obtained from the Office of Personnel Support Services.

Procedures of Application

1. When an application is made by a former administrative staff member for unemployment insurance and the Office of Personnel Support Services is notified by the Bureau of Employment Services, the Office of Administrative Staff Personnel Services will be informed of the application. Personnel Support Services will also seek information from the Office of Administrative Staff Personnel Services concerning the individual's current employment status. If the administrative staff member in question has always been on a term or temporary appointment, Administrative Staff Personnel Services will inform Personnel Support Services that the termination of employment is due to the lack of availability of further work, i.e., appropriate for unemployment compensation.
2. If the termination of employment was voluntary on the part of the administrative staff member, Administrative Staff Personnel Services will so inform the Office of Personnel Support Services. In such a case, unemployment compensation is not permissible. If the termination is

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related to some cause in which the administrative staff member has no responsibility for the outcome (e.g., staffing reduction), the Office of Administrative Staff Personnel Services will so inform the Office of Personnel Support Services and endorse the payment of unemployment compensation.

3. In any case where the Director of Personnel Support Services disagrees with the payment of unemployment compensation to a former administrative staff member, the Director will bring the matter to the attention of the Director of Administrative Staff Personnel Services and the appropriate area director or vice president for review.

UNIVERSITY ROLE & MISSION STATEMENT

BOWLING GREEN STATE UNIVERSITY IS COMMITTED TO A SET OF MUTUALLY AGREED UPON GOALS AND PURPOSES. THIS STATEMENT IS REFERRED TO AS THE UNIVERSITY ROLE AND MISSION STATEMENT. ALL UNIVERSITY PERSONNEL ARE ENCOURAGED TO DEVELOP AND FULFILL OBJECTIVES WHICH WILL RESULT IN THE ATTAINMENT OF THE GOALS WITHIN THIS STATEMENT. ALL ADMINISTRATIVE STAFF MEMBERS ARE URGED TO BE FAMILIAR WITH THIS IMPORTANT DOCUMENT. THE UNIVERSITY ROLE AND MISSION STATEMENT APPEARS AS APPENDIX F.

SECTION II

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BENEFITS

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The policy governing benefits for administrative staff members shall be as follows:

I. Full-time Employee

- A. Eligibility. For the purposes of this policy, a full-time administrative staff member is one who works 40 hours a week on a regular schedule and is employed full-time for a minimum of nine months a year (including an individual employed full-time at the University but compensated by another agency such as ROTC or a granting agency).
- B. Benefit. Full-time employees may enroll in four courses each year, not to exceed two courses per academic term,* on either an audit or credit basis, without payment of the instructional or general fees if:
 - 1. The employee initiates a request via a fee waiver form. These forms are available in the Office of Administrative Staff Personnel Services (911 Administration Building).
 - 2. The employee's supervisor certifies that the employee's enrollment will not interfere with the discharge of duties as a University employee.**
 - 3. The employee's enrollment in the course is approved by the appropriate academic dean or area administrator who will then forward the fee waiver form to Office of Administrative Staff Personnel Services for processing.
 - 4. The employee's enrollment will not prevent a regularly registered student from attending the class section.
 - 5. The employee enrolls for the course through the Office of Registration and Records.
- C. Reciprocity. An agreement exists between Bowling Green State University (BGSU) and the University of Toledo (UT) whereby full-time employees of one University may take courses, with a fee waiver, at the other University. This arrangement covers full-time employees only and does not include waivers for dependents. The following conditions apply:
 - 1. The employee must be properly admitted as an undergraduate or graduate student at UT before registering for courses.

2. Fee waiver forms must be filed and approved. These forms are available in the Office of Administrative Staff Personnel Services.

- D. Continuing Education Courses. Administrative Staff members are entitled to a 20% discount on registration for some non credit courses and conferences offered through the Office of Continuing Education.

II. Part-time Employee

- A. Eligibility. A part-time administrative staff member is one who works less than 40 hours a week on a regular schedule and whose contract indicates part-time status. Part-time administrative staff who have completed the equivalent of one full year of service at Bowling Green State University (2080 hours or twelve full months) are eligible for an employee fee waiver.

- B. Benefit. The fee waiver benefit is prorated according to the percentage of time an employee works. Staff with contracts of 75% - 99% are eligible for three courses per year; staff with contracts of 50% - 75% are eligible for two courses per year; staff with contracts of 25% - 49% are eligible for one course per year.

1. The fee waiver benefit allows part-time staff members to enroll in courses, not to exceed two per academic term, on either an audit or credit basis without payment of instructional or general fees according to the same restrictions noted for full-time staff. (cf. conditions * **).

III. Spouse/Child

- A. Eligibility. The child, children, and/or cohabitant spouse of a full-time administrative staff member who has completed three years of full-time service at Bowling Green State University is able to receive fee waiver benefits provided that:

1. The individual to receive the fee waiver is eligible to be considered a personal exemption under the provision of Section 151 of the Internal Revenue Code or
2. In the case of a natural or adopted child who is not claimed by the employee for Federal tax purposes under IRS regulations, the earnings of the child are less than \$1,000 in any calendar year and the employee-parent provides \$1,200 or more of support in any calendar year. An employee must certify in a notarized statement that the eligibility conditions are met under provision (2).

3. An employee must initiate a fee waiver form--available in the Office of Administrative Staff Personnel Services--to receive benefits for his or her spouse or child.

- B. Benefit. The child or spouse of an employee may enroll as a full-time or part-time student without payment of instructional fees. The student may attend classes at the main campus or at any off-campus branch or center. The student will pay the general fee and other course fees or charges.

IV. Widow/Widower or Child of a Deceased Administrative Staff Member

- A. Eligibility. The widow/widower or child of a deceased full-time administrative staff member is able to receive fee waiver benefits provided that:

1. The individual was eligible to be considered a personal exemption under provision of Section 151 of the Internal Revenue Code or
2. In the case of a Natural or adopted child who was not claimed by the deceased employee for Federal Tax purposes, the earnings of the child are less than \$1,000 in any calendar year and the deceased employee-parent provided \$1,200 or more of support in any calendar year.
3. The deceased administrative staff member served at Bowling Green State University for three years or more in full-time status.
4. The deceased administrative staff member's appointment at Bowling Green State University was terminated by retirement, death, or sickness which led to death, and for no other reason.

- B. Benefit. The widow/widower or child of a deceased administrative staff member may enroll as a full-time or part-time student without payment of instructional fees. The student may attend classes at the main campus or at any branch campus or center. The student will pay the general fee and other course fees or charges.

V. Retired Administrative Staff Members

- A. Eligibility. A full-time administrative staff member who has formally retired into STRS or PERS is able to receive fee waiver benefits.
- B. Benefit. Retired administrative staff members may take courses on a space available basis. In addition, dependents of retirees may enroll in classes without payment of instructional fees for a period of five years following the employee's retirement.

VI. Other

- A. Appeals. Appeals of the application of these procedures should be made to the President of Bowling Green State University. The President of the University is authorized effective September 1, 1976, to provide for the payment of instructional fees under exceptional and appropriate circumstances.
- B. Taxing of graduate fee waivers. In accordance with Section 117 of the Internal Revenue Code, which became effective July 1, 1985, the University is required to report as taxable compensation all graduate level tuition reductions (fee waivers) made on behalf of an employee, an employee's spouse or other dependents. This reportable compensation results in additional taxes (Federal, State and City); it is not subject to state retirement contributions.
- C. For further information about fee waiver benefits, please contact the Office of Administrative Staff Personnel Services (911 Administration Building).

* An accounting of courses taken begins with the fall semester; (i.e., from fall semester through the following summer session of each year). Full-time administrative staff members may take a maximum of four courses, not to exceed two courses per academic term, with a waiver of fees. Part-time administrative staff members may take fewer than four courses on a prorated basis during an academic year.

** In order to avoid interruptions on the job, administrative staff members should whenever possible register for classes which meet outside of their regular work schedules. When this is not feasible, staff members, may, with the approval of their supervisors, enroll for a class during the regular work day. All time taken from the regular work day to attend classes must be made up.

BENEFITS IN BRIEF - BOWLING GREEN STATE UNIVERSITY
Effective July 1, 1987
FULL-TIME ADMINISTRATIVE STAFF*

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BENEFITS	WHO PAYS	WHEN ELIGIBLE	BENEFITS PROVIDED/COSTS
HEALTH INSURANCE: HOSPITALIZATION	BGSU	First of month after employment, provided enrollment forms completed on time.	Employee Coverage 120-day hospitalization includes semiprivate room, nursing, laboratory, diagnostic and other medical services while confined in a member hospital.
	YOU# AND BGSU	SAME	Family coverage - cost split between University and employee.
PHYSICIAN SERVICES	BGSU	SAME	Full cost for single or family. Covers customary and reasonable physician fees for covered surgical services, diagnosis, anesthesia and medical services.
PRESCRIPTION DRUG PLAN	BGSU	SAME	Plan pays 100% generic drug and 80% of name brand drug, without a deductible.
MAJOR MEDICAL	BGSU	SAME	Employee Coverage provides 80% insurance for covered medical expenses after \$100 deductible in a six-month period (\$400 deductible if not covered by hospitalization/physician service). After \$1,000 of out-of-pocket expenses, policy pays 100% of covered items.
	YOU# AND BGSU	SAME	Family coverage - cost split between University and employee.
DENTAL INSURANCE	BGSU	SAME	Full preventative and diagnostic services; 80% (after \$25 deductible) restorative, endodontic and periodontal services; 50% (after deductible) prosthodontic services. Maximum of \$750 calendar year.
		Employee Coverage Only	
VISION CARE	BGSU	SAME	\$25 for exam (after \$5 deductible), lens maximum to \$65 and frame maximum of \$20 (after \$10 deductible). Benefits available every 24 months.
		Employee Coverage Only	
LIFE INSURANCE ACCIDENTAL DEATH DISMEMBERMENT (John Hancock Mutual Life Ins. Co.)	YOU** AND BGSU	Upon Employment	Based upon employee's contract salary: 1 1/2 times salary to \$150,000 maximum. 1 times salary premium paid by BGSU, 1 1/2 times salary premium paid by employee through payroll deduction.
LONG-TERM DISABILITY (John Hancock Mutual Life Ins. Co.)	YOU** AND BGSU	One Year Following Employment	After six months of total disability, policy pays 60% of monthly salary (but not more than \$2,000), payable until 70th birthday except for 24-month maximum benefit for nervous/mental disabilities.
TRAVEL ACCIDENT RISK INSURANCE (Continental Casualty Co.)	BGSU	Upon Employment	\$50,000 accidental death and dismemberment insurance when traveling on University business. Benefits range from \$25,000 - \$50,000.
DEPENDENT LIFE INSURANCE (John Hancock Life Ins. Co.)	YOU#	Upon Employment	\$10,000 for spouse; \$5,000 for each child (6 months to age 21); and \$500 for each (15 days to 6 months). Cost is \$4.10 per month regardless of the number of dependents.
INCOME PROTECTION PLAN (DISABILITY) (Educators Mutual Life Ins. Co.)	YOU#	Approved Date of Application Form	Variable monthly benefits available for disability from illness or injury (includes accidental death benefits).

*A full-time administrative staff member is one who works 40 hours per week on a regular schedule and is employed full-time at least 9 months per year. (Exception: To be eligible for insurance benefits, a staff member must have a full-time contract which extends for a minimum of 5 months). The benefits explained on pages 25 - 28 apply to all full-time staff members. For a more complete explanation of insurance benefits, refer to your Insurance Benefit handbook or contact the Insurance Administrator; for information about other benefits contact Administrative Staff Personnel Services.

**Rates for Life, Accidental Death and Dismemberment, and Long-Term Disability are based on the salary scale available from Office of Insurance Administrator.

#Coverage optional.

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BENEFITS IN BRIEF - BOWLING GREEN STATE UNIVERSITY - FULL-TIME ADMINISTRATIVE STAFF - continued

BENEFITS	WHO PAYS	WHEN ELIGIBLE	BENEFITS PROVIDED/COSTS
RETIREMENT Public Employees Retirement System (PERS)** State Teachers Retirement System (STRS)**	BGSU and YOU	Upon Employment	Benefits depend upon years of service, age, highest three-year average salary and payment options. Employee Contribution - 3.5%* of salary University Contribution - 13.71% for PERS Employee Contribution - 9.75%* of salary University Contribution - 14.00% for STRS NOTE: University employees are not covered by social security. *University will pick up this required employee contribution and pay this amount directly to PERS/STRS on behalf of the employee as an additional employer contribution. This amount is deemed to be deferred income for federal income tax purposes and is not taxed until ultimately received as part of PERS/STRS pension benefits or as a refund at termination of employment. **New administrative staff members are always enrolled in PERS EXCEPTION: A member of STRS who transfers directly from a faculty position at BGSU to an administrative staff position at BGSU retains membership in STRS.
SUPPLEMENTAL RETIREMENT PROGRAM (Less than seventy (70) years of age)	BGSU and YOU	Upon Retirement With at Least Ten Years of Full Time Service	Options for post-retirement part-time employment, term and paid-up life and/or annuity insurance and fee waivers for retirees and dependents.
TAX DEFERRED ANNUITIES	YOU	Upon Employment	An additional portion of one's salary may be deferred through purchase of annuities from several authorized carriers subject to pertinent Internal Revenue Service rules. (This additional portion is optional.)
SICK LEAVE	BGSU	Upon Employment	Sick leave accrues at the rate of 15 days per year. Full-time staff who are contracted for less than twelve months earn a pro rated amount of sick leave. At retirement (with at least 10 years of State service), 1/3 of accrued sick leave may be paid in cash (maximum--30 working days) or applied to paid up life or annuity insurance.
HOLIDAYS	BGSU	Upon Employment	Ten holidays. Full-time staff who are contracted for less than 12 months, are entitled to holidays that occur during their contract period.
VACATION	BGSU	After One Year of Service	Vacation is earned at the rate of 1.83 days per month (22 days annually). Full-time staff who are contracted for less than 12 months and those who receive time off with pay during academic recess are not eligible for vacation.
MILITARY LEAVE	BGSU	Upon Employment	Approved for employees belonging to Ohio National Guard or a reserve component of the armed forces. Active duty not to exceed 31 days per year.
JURY DUTY	BGSU	Upon Employment	Full pay; compensation for jury duty to be deposited at the Bursar's office, unless jury duty occurs outside normal working hours or during vacation.
PARKING SERVICES	BGSU	Upon Employment	Parking decals furnished without cost for one vehicle.
FEE WAIVERS (EMPLOYEE)	BGSU	Upon Employment	Full-time employees may enroll in four courses each year, not to exceed two courses per academic term (audit or credit) without payment of the instructional or general fee. NOTE: If employment begins no later than two weeks after the first day of the semester, employee may receive fee waiver for that semester; otherwise this benefit is available to employee for the next semester/session.
FEE WAIVER (DEPENDENT)	BGSU and YOU	After three years full-time service	Spouse and/or dependent children of full-time employees may enroll as full-time or part- time students without payment of the instructional fee.

BENEFITS IN BRIEF - BOWLING GREEN STATE UNIVERSITY - FULL-TIME ADMINISTRATIVE STAFF -Continued

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BENEFITS	WHO PAYS	WHEN ELIGIBLE	BENEFITS PROVIDED/COSTS
TRAVEL REIMBURSEMENT	BGSU	Upon Employment	Covers authorized travel, lodging and meals while on University business--see travel regulations for reimbursement rates.
WORKERS' COMPENSATION	BGSU	Upon Employment	State compensation plan for work-related illness or injury.
UNEMPLOYMENT COMPENSATION	BGSU	In Accordance with Ohio Law	Compensation for periods of unemployment as determined by Ohio law.
DISCOUNTS	BGSU	Upon Employment	Available to full-time employees for purchase at the Bookstore, Ice Arena Skate Shop, and for athletic tickets. Discounts also available for some continuing education courses.
U.S. SAVINGS BONDS	YOU	Upon Request	Available through payroll deductions.
BANKING SERVICES	---	Upon Employment	Automatic deposit of paychecks to a bank, savings and loan, financial institution is mandatory.
CREDIT UNION	YOU	Upon Request	Payroll deductions available for Credit Union (a non-university agency).

BENEFITS IN BRIEF - BOWLING GREEN STATE UNIVERSITY
EFFECTIVE JULY 1, 1986

PART-TIME ADMINISTRATIVE STAFF*

BENEFITS	WHO PAYS	WHEN ELIGIBLE	BENEFITS PROVIDED/COSTS
RETIREMENT Public Employees Retirement System (PERS)	BGSU and YOU	Upon Employment	Benefits depend upon years of service, age, highest three-year average salary, and payment options. Employee payroll deduction - 8.5% of salary University contribution - 13.71% for PERS Note: University employees are not covered by social security.
TAX-DEFERRED ANNUITIES	YOU#	Upon Request	A portion of one's salary may be deferred through purchase of annuities from several authorized carriers.
SICK LEAVE	BGSU	Upon Employment	Sick leave accrues at the rate of 15 days per year for full-time staff. Part-time staff earn sick leave on a pro-rated basis according to the number of hours/days per month in their contract.
HOLIDAYS	BGSU	Upon Employment	Part-time staff are entitled to holidays that occur during their contract period.
VACATION	BGSU	After One Full-time Equivalent Year of Service	Vacation is earned at the rate of 1.83 days per month (22 days annually) for full-time staff and part-time staff who are contracted for 12 months and who work part of each week earn vacation on a pro-rated basis.
MILITARY LEAVE	BGSU	Upon Employment	Approved for employees belonging to Ohio National Guard or a reserve component of the armed forces. Active duty not to exceed 31 days per year.
JURY DUTY	BGSU	Upon Employment	Full pay; compensation for jury duty to be deposited at the Bursar's office, unless jury duty occurs outside normal working hours or during vacation.
PARKING SERVICES	BGSU	Upon Employment	Parking decals furnished without cost for one vehicle.
FEE WAIVERS	BGSU	After One Full-time Equivalent Year of Service	Part-time employees may enroll in courses without payment of instructional or general fees. The number of courses per year is pro-rated according to the percent of time worked.
TRAVEL REIMBURSEMENT	BGSU	Upon Employment	Covers authorized travel, lodging and meals while on University business--see travel regulations for reimbursement rates.
WORKERS' COMPENSATION	BGSU	Upon Employment	State compensation plan for work-related illness or injury.
UNEMPLOYMENT COMPENSATION	BGSU	In Accordance with Ohio Law	Compensation for periods of unemployment as determined by Ohio Law.
DISCOUNTS	BGSU	Upon Employment	Available for purchases at the Bookstore, Ice Arena Skate Shop, and for athletic tickets. Discounts also available for some continuing education courses.
U.S. SAVINGS BONDS	YOU#	Upon Request	Available through payroll deductions.
BANKING SERVICES	---	Upon Employment	Automatic deposit for paychecks to any bank; or savings and loan is available.
CREDIT UNION	YOU#	Upon Request	Payroll deductions available for Credit Union (a non-university agency).

#Coverage is optional.

*For more information about these benefits, contact Administrative Staff Personnel Services.

HOLIDAYS

Bowling Green State University observes ten holidays each year: New Year's Day, Martin Luther King Day, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day and Christmas. Martin Luther King Day, Presidents' Day and Columbus Day are designated by law as floating holidays. Each year the University may reassign those days to any other day of the year.

If a holiday falls on Sunday, it is normally observed on the following Monday; if a holiday falls on Saturday, it is normally observed on the preceding Friday. When it is necessary for an administrative staff member to work on a holiday, an equal amount of time may be taken at a later date at a time mutually agreed upon with the supervisor.

INJURY/WORKERS' COMPENSATION

Administrative staff members are protected by the State Workers' Compensation Law for on-the-job injuries or occupational diseases. Worker's compensation applies only to injuries sustained in the course of and arising out of employment. This protection may also extend to authorized University travel, depending on the circumstances. If the Bureau of Workers' Compensation and/or Industrial Commission approves a claim, medical benefits and compensation for unpaid absences from work are provided.

All injuries sustained on campus and/or in the course of employment must be reported immediately to Public Safety which may conduct an investigation. An Accident Report Form must be completed and delivered to Environmental Services Office, Shatzel Hall, within 48 hours of injury. The form must be signed by the injured employee, by the supervisor, and by witnesses if any. Late filing of an accident report may prolong the processing of a worker's compensation claim.

LEAVE OF ABSENCE

A leave of absence without pay may be granted to a full-time administrative staff member by the area supervisor. The supervisor should consider the following factors before granting a leave of absence:

1. receipt of written leave request at least one month prior to the effective date of the leave;
2. length of leave of absence requested;
3. determination of whether the position can be held for the staff member's return and whether it can be satisfactorily filled by a temporary appointment without being detrimental to the efficiency of the operation.

When a leave of absence without pay is approved, the supervisor should inform the President, Vice President, or Dean of the area to initiate removal of the staff member from the payroll for the designated period of time. This notification should be in writing with a copy to the Office of Administrative Staff Personnel Services. No less than 10 days prior to the start of the leave of absence, the supervisor should notify the staff member in writing that the leave has been approved.

During a leave of absence, a full-time employee may maintain insurance coverage by personally assuming the financial obligation for a maximum period of one or two years (depending upon the type of insurance desired) with possible further extension if approved. Insurance coverage is provided by the University (according to the payment responsibilities detailed on page 26) to the end of the month in which the leave begins and is provided at the beginning of the month in which the staff member returns. The employee must assume the total premium cost for insurances for the intervening months of the leave. Additional insurance benefits may be available for a disability leave of absence. If a staff member decides not to return from a leave of absence, he/she should notify the supervisor not less than one month prior to the date of termination.

Questions about the policy should be addressed to Administrative Staff Personnel Services.

MATERNITY/PATERNITY/ADOPTION LEAVE

Pregnancy, childbirth or adoption may require a temporary interruption in the way in which an administrative staff member meets customary contractual obligations. It is the responsibility of the staff member to notify the immediate supervisor of an anticipated birth or adoption which the administrative staff member expects will result in such an interruption. Moreover, it is the right of an administrative staff member to secure time to attend to pregnancy, childbirth, or adoption without affecting the terms or conditions of the staff member's employment.

Time needed to attend to pregnancy, childbirth or adoption is to be arranged on mutually acceptable written terms with the immediate supervisor. Specific details relative to the use of sick leave, leave without pay, vacation time, or arrangements for modified work schedules must also be mutually agreeable to the administrative staff member and the immediate supervisor. Consideration should be given to the needs of the individual employee and to the concerns and interests of the affected unit and its employees. Administrative staff members should contact the Office of Administrative Staff Personnel Services as early as possible prior to a leave to review benefits.

MILITARY LEAVE

Administrative staff members who are members in the Ohio National Guard or active reserve component of the armed forces are eligible for military leave with pay for periods of active duty or field training not to exceed 31 days per calendar year. A written request for military leave and a copy of military orders or other authorizing document for such duty must be submitted to the supervisor, the President or the area vice president, and the office of Administrative Staff Personnel Services at least two weeks prior to the effective date to qualify for military leave. Such leave is in addition to regular vacation time. The maximum time for which payment under this provision will be made in any calendar year is 22 days.

Administrative staff members with at least 90 days of University service who are involuntarily called to extended active duty in the military service shall be granted military leave without pay for the duration of such service. Upon application to Bowling Green State University within 90 days following the date of discharge from extended active duty, the staff member shall be reinstated to the former position or to a similar position. This reinstatement right should be explained to anyone hired to replace an employee on military leave. A staff member on military leave who reenlists, or voluntarily extends the original tour of active duty, forfeits the reinstatement right.

Questions about military leave should be addressed to the Office of Administrative Staff Personnel Services.

RELIGIOUS SERVICES

An administrative staff employee may be granted a two-hour release time period to attend a religious service which occurs during normal working hours. Arrangements for doing so must be made in advance with the immediate supervisor.

If an administrative staff member requires more than two hours for a religious service, that excess time must be taken as vacation or leave without pay must be used.

It is recognized that individuals of certain religions observe their holidays on days which have not been designated as legal holidays by state law. Arrangements relative to time off in such instances are to be mutually agreed upon by the immediate supervisor and the administrative staff member. Time off may be taken in exchange for another University recognized holiday during which all offices may not be closed (e.g., Veterans' Day). If arrangements relative to the exchange of time cannot be made, vacation time may be used. Supervisors are encouraged to be flexible in the application of this policy.

UNIVERSITY BENEFITS AFTER RETIREMENT

The following benefits are awarded to full-time faculty and administrative staff upon formal retirement into the State Teachers Retirement System or the Public Employees Retirement System:

1. a permanent ID card which designates the individual as retired faculty or administrative staff;
2. the same library and computer privileges as currently held;
3. the person's name placed on the mailing lists for "At Bowling Green" and "Monitor";
4. the same discounts or charging privileges granted to current faculty and administrative staff members;
5. provide whenever possible appropriate office space and the requisite support services whenever a retired administrative staff member is engaged in part-time instruction or other paid services;
6. the opportunity to audit courses or take courses without payment of the instructional, facility or general fees on a space available basis; in addition, dependents of retired administrative staff member may enroll in classes without payment of instructional fees for a period of five years following the employee's retirement;
7. when requested, the same ticket arrangements and prices for intercollegiate sports events and musical and drama productions, and
8. when requested, continuing access to the recreational facilities of Bowling Green State University on the same basis as current faculty and administrative staff.

SUPPLEMENTAL RETIREMENT PROGRAM FOR FACULTY AND ADMINISTRATIVE STAFF

Eligibility

Faculty or administrative staff must meet the eligibility requirements for the State Teachers Retirement System or the Public Employees Retirement System, must be less than seventy years of age at the time of retirement, and must have completed at least ten years of full-time service at Bowling Green State University to be eligible to receive the supplemental retirement benefit options outlined below. Faculty or administrative staff who wish to exercise one or more of the options in the program must submit a letter of intent to the appropriate area vice president or the President. Supplemental Retirement Program Forms are available in the Office of Administrative Staff Personnel Services.

Post-Retirement Employment Option

Faculty or administrative staff who retire before the age of seventy are assured of limited employment at the University (one academic semester or equivalent per calendar year) on terms acceptable to B.G.S.U. and the retiree for a period of five consecutive years after retirement or until the age of seventy, whichever comes first. The employment contract must conform fully to applicable STRS/PERS regulations.

The adjusted salary of the faculty retiree whose last full-time contract was nine months will be one-fourth times the final contract for those who teach the full supplemental retirement teaching load during the summer session and one-third times the final contract for faculty who teach a full supplemental retirement load during the fall semester; the adjusted salary of the faculty or administrative staff retiree whose last full-time contract was twelve months will be one-fourth times the amount of the final contract. Retirees choosing the supplemental retirement option shall receive salary adjustments each year they work equal to the percentage of increment in the salary pool given to full-time contract employees. The increments are to be added to the salary earned during the final contract year of full employment to determine the salary base upon which the supplemental retirement salary is calculated.

Employment opportunities for faculty will be teaching and employment opportunities for administrative staff will be service, depending upon the expertise of the individual and the needs of the University. However, it is expected that a faculty retiree will teach a full instructional load (at least 8 semester hours) for the summer session except that it may be for fall semester if directed by the Vice President for Academic Affairs. Administrative staff will provide service for fifty-nine working days per year as permitted by PERS and as determined by the area Vice President.

The retiree must select and agree to this option no later than December 1 during the final full-time contract year. The retiree must sign an annual contract and perform the services on an acceptable basis thereafter, as approved by the appropriate dean or

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vice president, in order to keep the employment option in force. Failure to sign the initial contract will indicate that the person does not wish to exercise this option; failure to sign subsequent contracts or failure to perform services at acceptable levels negates this option. The University is under no obligation to extend post-retirement employment to the retiree beyond the "five-year" or "age seventy" limits. Retirees selecting the supplemental retirement option must indicate each year at the specified time their intent to work the succeeding year; however, the individual shall be permitted a one year's leave of absence during the five years of guaranteed employment without jeopardizing future employment eligibility (except during the last year of eligibility), provided the employing department approves.

Instructional Fee Grants for Retirees and Dependents Option

Retired faculty and staff have the opportunity to audit or take courses without payment of the instructional, facility and general fees on a space available basis. In addition to this benefit, undergraduate instructional fee grants will be extended to dependents (as defined in the University's existing regulations on employee fee waivers) of those persons retiring during the 1980-81 academic year or thereafter.

Term Life Insurance Option

Eligible retirees will have the option of continuing their term life insurance program on the same formula as current full-time faculty and administrative staff, i.e., two and one-half times the base salary adjusted for part-time employment. Retirees who agree to post-retirement employment with the University will pay the scheduled annual premium applicable to their new salaries for the life insurance coverage. This option must be exercised at least 90 days prior to the date of official retirement.

Retirement Benefit Account Option

A retirement benefit account will be established by the University for each eligible retiree if the retiree chooses to place his or her current accrued vacation and/or sick leave benefit in such an account instead of receiving the funds as a cash payment at the time of retirement. The funds in the retirement account will be expended by the University at the direction of the faculty or administrative staff member to acquire a paid-up life insurance policy and/or a paid-up annuity. This option must be exercised at least 90 days prior to the date of official retirement.

Program Implementation

The supplemental retirement program will be coordinated through the Office of the Vice President for Academic Affairs. Implementation procedures will be announced by the Vice President for Academic Affairs following consultation with an advisory committee comprised of representatives of the faculty,

administrative staff, and deans. An annual report of the program's operations (including costs, replacement policies, etc.) will be prepared by the Vice President for Academic Affairs and submitted to the Board of Trustees.

TAX SHELTERED ANNUITY

Retirees selecting the supplemental retirement option shall have the opportunity to continue payroll deductions to their tax sheltered annuity plans during the part-time employment years with the University.

Continuation of Current Retirement Benefits

In addition to the options and benefits identified in this policy, the benefits contained in the section entitled "University Benefits After Retirement" will continue to be provided those faculty or administrative staff who retire formally into STRS or PERS.

Questions about the supplemental retirement program should be addressed to the Office of Administrative Staff Personnel Services. That office provides assistance to administrative staff members on PERS and Supplemental Retirement Application procedures and general information concerning retirement.

SICK LEAVE POLICY

The sick leave policy is designed to provide an administrative staff member continued income during a period of illness or recovery. Sick leave shall be earned at the rate of 1 1/4 days per month for full-time, twelve month staff beginning with the first month of employment. There is no limit on the amount of sick leave that can be accrued. Sick leave is the authorized absence from duties due to:

- a. Personal illness, injury, pregnancy, exposure to contagious disease which could be communicated to other employees and to illness, injury, or death in the staff member's immediate family. The area supervisor may approve sick leave in the case of a member of the immediate family not living in the same household.
- b. Medical, dental, or optical examination or treatment of staff member or member of the immediate family.
- c. Death in the immediate family -- limited to ten working days.
- d. Attendance at the funeral of a friend or relative not identified as immediate family -- limited to one working day.

Definition of immediate family: brother, sister, brother-in-law, sister-in-law, daughter-in-law, son-in-law, father, father-in-law, mother, mother-in-law, spouse, child, grandparent, a legal guardian or other person who stands in place of a parent.

When a staff member is unable to work, the immediate supervisor (or other designated person) should be notified on the first day of absence, if possible. Otherwise, the absence may be charged to leave without pay.

A report should be completed by the staff member for every use of sick leave and forwarded to the area administrator or designee who is responsible for maintaining sick leave records. Supervisors may request documentation for sick leave absences.

Records of sick leave should be maintained by the staff member's supervisor or a designee on a monthly basis with accrual, use, and balance of sick leave noted. At the end of each fiscal year, every staff member will submit to Administrative Staff Personnel Services a form approved by the immediate supervisor summarizing sick leave use, accrual, and balance for July-December and January-June of the year. That form is placed in the staff member's personnel file located in the Office of Administrative Staff Personnel Services.

In the event a staff member exhausts accumulated sick leave because of an extended illness, the staff member may be retained on the payroll for an additional period of time if recommended by the area head, and approved by the Vice Presidents or President. Consideration should be given to years of service, extent of illness, or other extenuating circumstances.

Full-time staff members who are contracted for less than twelve months and part-time staff earn sick leave on a prorated basis, according to the number of hours/days per month in their contract.

A staff member eligible for Workers' Compensation may choose to use sick leave before such payments are made (sick leave is usually of greater advantage to the staff member).

At the date of retirement into Public Employee Retirement System or upon death while an employee of the University, each administrative staff member, who has ten or more years of service with the State of Ohio, is eligible to receive payment for one-fourth of the value of their accrued but unused sick leave credit. The maximum payment allowed, however, is for thirty days. Such payment shall be based on the staff member's rate of pay at the time of retirement or death. Payment for sick leave on this basis will eliminate all sick leave credit accrued by the staff member, such a payment may be made only once to any employee in the case of retirement or to his/her estate in the case of death.

The President and Vice Presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current sick leave records.

Questions about the sick leave policy and procedures should be addressed to the Office of Administrative Staff Personnel Services.

VACATION POLICY

All full-time, twelve-month, administrative staff members earn vacation time at the rate of twenty-two days for each year of service. During the first year of employment, the twenty-two days are accrued but may not be used until the first year's employment is completed. For example, if employment begins on July 1, 1982, the employee would be eligible to take twenty-two days of vacation on July 1, 1983 -- but not before. After the first year of employment, vacation is earned and may be utilized on a monthly prorata basis, i.e., 1.83 days per month. Records of vacation should be maintained by the staff member's supervisor or a designee on a monthly basis, with accrual, use and balance noted.

Vacation is earned while a staff member is in an active-pay-status with Bowling Green State University. It is not earned while on an unpaid leave of absence, while under suspension, or while employed elsewhere.

An annual vacation is important to the well-being of the staff member, and each staff member is encouraged to use all earned vacation annually and at a time approved by the area supervisor. It is expected, however, that no single vacation leave taken will exceed 22 consecutive working days unless approved in advance by the supervisor. A staff member's vacation balance cannot exceed 44 days at the end of each fiscal year (June 30 of each year).

For the convenience of scheduling vacations at the most appropriate time, area supervisors with the approval of the President, Dean, or a Vice President, may authorize vacation leave in advance of accumulated leave, provided that should the staff member terminate employment, the termination check shall be reduced by the amount of used but unearned vacation.

Vacation pay is not granted in lieu of vacation except at termination of employment and such terminal compensation will be paid in a lump sum. The maximum amount of terminal compensation will be forty four days. In case of death, unused vacation will be paid in accordance with Section 2113.04 of the Ohio Revised Code.

This policy excludes medical doctors, residence hall directors, unit directors, and employees whose contract period is for less than twelve months and who have time off with pay during academic recess between semesters, during breaks, holidays, or summer. Administrative staff members who are contracted for 12 months but who work only part of each week earn vacation on a prorated basis. For example, an employee contracted to work fifty-percent for 12 months and works part of each week, earns vacation at one-half the normal rate. Part-time 12-month administrative staff members who have completed the equivalent of one full year of service at Bowling Green State University are eligible to utilize earned vacation. At the time of separation from employment with the University, part-time administrative staff are not eligible for payment of unused vacation credit.

The President or Vice Presidents shall be responsible for implementing this policy, for authorizing modifications for unusual circumstances, and for establishing procedures for the maintenance of current vacation leave records.

At the end of each fiscal year, every staff member will submit to Administrative Staff Personnel Services a form approved by the immediate supervisor summarizing vacation use, accrual, and balance for July-December and January-June of that year. That form is placed in the staff member's personnel file located in the Office of Administrative Staff Personnel Services.

Questions about the vacation policy and procedures should be addressed to the Office of Administrative Staff Personnel Services.

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SECTION III
GENERAL POLICIES

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COMPENSATORY TIME

Under normal circumstances, a full-time administrative staff member is expected to work a minimum of forty hours per week. There may be occasions, however, when it will be necessary to work beyond the forty hours in order to fulfill the contracted obligations. No compensatory time is earned for these occasional extra hours of service. When an administrative staff member's normal duties perpetually require work beyond the forty hour week, it is assumed that this situation will be taken into account in the employee's overall compensation. (See also Holiday Policy).

JURY DUTY

Full University pay shall be granted when an administrative staff member is subpoenaed for any court or jury duty by the U.S., the State of Ohio, or a political subdivision. All compensation received for court or jury duty shall be remitted by the administrative staff member to the Office of the Bursar, Bowling Green State University, except when such duty is performed outside the normal working hours or while the administrative staff member is on vacation.

KEY REGULATIONS

Administrative staff members are issued office and building keys necessary to their assignments. No keys are issued until a key authorization card is approved by the staff member's area head. Keys may be signed for and obtained at the Physical Plant Office 48 hours after the authorization card has been submitted. All keys remain the property of the State of Ohio. When an administrative staff member terminates or changes assignment and certain keys are no longer required, the keys must be returned to the Physical Plant Office.

It is to everyone's advantage that the locking system at the University be as secure as possible. For that reason, the following procedures apply:

1. All keys will be requested by description of the area to be accessed, not by university key number.
2. All requests will be signed by a department chair, director, dean, vice president, or appropriate administrator.
3. When an employee transfers to another position on the campus, his/her keys will be returned to the Plant Operations Department and not taken to the new assignment. The new position will affect which keys will be assigned.
4. Keys may be ordered by telephone to save a trip to Plant Operations so they will be ready when the employee picks them up. Each person must pick up his/her own keys. Grand Master keys are authorized through the Director of Public Safety, and are to be picked up at Public Safety.

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5. Employee keys will not be passed on to an employee's replacement but will be reissued by the Plant Operations Department, or Public Safety, as appropriate.
6. When an employee loses a key, the replacement key must be reauthorized in writing by the department head and approved by a dean or vice president. A charge may be assessed.
7. When any person having a university key leaves the employment of the University, all keys are to be returned to the Plant Operations Department and a receipt issued before issuance of a final pay check. Grand Master keys are to be returned to the Director of Public Safety.
8. On March 8, 1962, the Board of Trustees passed a resolution which forbids duplication of keys for any university facility or equipment except by the authorization of the Director of Plant Operations and Maintenance of Bowling Green State University.

Key Replacement Policy

Consistent with the key regulations, Item 6., referring to assessments for key replacement, the following applies:

1. All key replacements are charged at a rate of \$5 each key.
2. Payment for lost keys will ~~shall~~ be the responsibility of the person to whom the keys were issued.
3. Payment for stolen keys, unless the result of negligence, will ~~shall~~ be the responsibility of the department of the person to whom the keys were issued. Keys stolen as the proven result of negligence will ~~shall~~ be considered lost keys.
4. Payment for lock changes for academic or nonacademic buildings will ~~shall~~ be by the responsible requesting department. Charges may vary, depending on the types of changes and locks.
5. If a student room door key is lost or stolen, a new lock will be installed. If a front door key is lost or stolen, all locks in the living unit will be changed. The student losing the key will be billed for the cost of the replacement of locks and keys.

PARKING

Vehicle identification is necessary for parking needs, assessment and control. All vehicles must be registered and display the appropriate decal/permit when parked in any BGSU parking area other than a metered parking space. Faculty/staff parking areas are identified with the appropriate signature and are located in strategic areas throughout the campus.

Registration should be completed during the first two days of employment. Each staff member is provided a transferable parking decal. To obtain a decal, the staff member must provide the Office of Parking and Traffic with his/her social security number and the auto registration fee waiver obtained from and signed by the departmental budget administrator.

Bicycles and mopeds parked on campus must be operated and parked in a manner which conforms with ordinances of the City of Bowling Green and regulations of the University. All bicycles operated or parked on the University campus must be registered with the City of Bowling Green. As a service, the EGSU Parking and Traffic Office will register bicycles with the city. This is a cooperative service provided by the University and the Bowling Green Police. License numbers will be recorded and maintained as a means of identification in case the bicycle or moped is lost or stolen. There is a one-time, one dollar charge for the registration service.

PARKING REGULATIONS FOR HANDICAPPED INDIVIDUALS

The following parking regulations are to assist handicapped individuals:

Permanent wheelchair spaces are marked with handicapped signs and are solely for the use of persons requiring a wheelchair. Individuals using these spaces must have an international access sign displayed on the rear bumper of the vehicle in addition to the appropriate decal.

Any administrative staff member or student who has a mobility limitation resulting from a health problem or physical disability, and who requires special parking arrangements, should discuss the problem with the Director of Handicapped Services or the Associate Director for Parking and Traffic.

Staff members having visitors who require special parking arrangements on the basis of a mobility limitation should contact the Director of Handicapped Services or the Associate Director for Parking and Traffic at least a week in advance of the date needed in order to obtain a free parking permit.

PAYROLL PROCEDURES AND DEDUCTIONS

Paychecks are directly deposited by the Payroll Office into an account at a financial institution of the staff member's choice. The necessary permit forms may be obtained and signed in Payroll Office or the Office of Administrative Staff Personnel Services. All wages are subject to appropriate income taxes. Main campus staff are required to pay City of Bowling Green 1.5% income tax. Employees who live in other cities should discuss alternative city tax deductions with the Payroll Office. It is against state regulations to issue advance payment of salaries.

Administrative staff members are paid on the 20th of each month for the calendar month period. In the event the 20th falls on a weekend or a holiday, payment will be made on the last working day preceding the 20th.

Payment for consulting and other supplemental services to the University will be processed through the Payroll Office and added to the next regular paycheck--subject to applicable federal, state, city taxes and deductions for retirement and group insurance coverage.

Payroll Deductions

Bowling Green State University is required by law to make the following deductions from your paychecks:

- (1) Federal and State Income Taxes (Figured on the basis of your gross salary less group insurance deduction and any tax deferred annuity reduction.)
- (2) City Income Tax
 - (a) Income taxes levied by the City of Bowling Green are figured on the basis of your gross salary less the group insurance deduction.
 - (b) Employees who live in other cities should discuss alternative city tax deductions with the Payroll Office.
- (3) Public Employees Retirement System/State Teachers Retirement System (based on the University pick-up plan, see PERS.)
- (4) Medicare coverage (effective April 1, 1986, all new university employees are required to pay medicare coverage at the rate of 1.45% of gross wages).
- (5) Group Insurance Coverage (for full-time staff)
- (6) Internal Revenue Code has made certain university fee waivers for graduate courses taxable as other compensation. By law, the University is required to withhold (Federal, State and Local) taxes on this additional compensation.

In addition, deductions which may be withheld at the employee's request are:

- (1) Tax-deferred annuities
- (2) Family Hospitalization, if carrying sponsored dependents (full-time staff)
- (3) Educators Insurance - income protection (full-time staff)
- (4) Savings Bonds
- (5) United Way contributions
- (6) Dependent life insurance (full-time staff)
- (7) Credit Union
- (8) Contributions to B.G.S.U. Foundation, Inc. (i.e. Administrative Staff Scholarship, Falcon Club, President's Club, Parents' Club, etc.)
- (9) Accounts Receivable (i.e., Bursar's Office)

POLITICAL ACTIVITY

Whether an administrative staff member may hold a non-university elected or appointed position is dependent upon the compatibility of the two positions involved. Positions are considered incompatible when any of the following situations exist: one position is subordinate to or in any way a check upon the other, time or energies are taken from the duties of the University position, or some specific constitutional or statutory bar exists precluding a person from serving in both positions. If the offices are compatible in these respects, then an employee may engage in such activity.

UNIVERSITY SPONSORED PROFESSIONAL AND EDUCATIONAL DEVELOPMENT PROGRAMS

Bowling Green State University supports and encourages professional development and educational growth for administrative staff. Workshops and training programs sponsored by the University are offered throughout the year. Guidelines have been established to assist with program selection and implementation. A copy of the Guidelines for Professional and Educational Development Programs is included as Appendix D.

PROPERTY DISPOSAL

Facilities and equipment owned, leased, or otherwise controlled by the University may be used for university related purposes by university personnel, students, or the general public with appropriate administrative approval. Use of university facilities or equipment for personal gain is prohibited, is subject to prosecution, and may be grounds for dismissal. Refer to the Business Procedures Information Manual for information regarding policy on use and disposal of University property.

SEVERE WEATHER POLICY

Occasionally, because of heavy snowfall or other adverse weather conditions it may be necessary to announce either: 1) a cancellation of classes or 2) the closing of the University for some temporary period of time. Should either condition arise, announcements will be made via local radio and television stations regarding changes to class and work schedules.

It should be noted that there is a difference between classes being cancelled and an announcement that the University is closed. "Cancellation of Classes" indicates that students need not report to class. Under a "Cancellation of Classes" situation, all other support functions will be maintained and all administrative staff members should report to their assignments at their regularly scheduled time.

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If an emergency is declared necessitating a close-down of the entire University, only essential employees are expected to report to or remain at their jobs. This includes some food service and custodial personnel, telephone operators, public safety officers, power plant employees, snow removal crews, and some maintenance staff. Should this occur, special directions and announcements will be made at that time via local media and a campus communication network.

Questions relating to a radio or television announcement concerning cancellations or closings can be clarified by calling the campus operator.

SMOKING REGULATIONS

"There shall be no smoking in any classroom, laboratory, or other instructional room in any University building at any time . . . All persons entering any classroom building or the Library shall confine their smoking to the areas in the respective buildings in which smoking is permitted as clearly indicated by official University signs posted in the building, and shall refrain from smoking in all other areas of such building...." (Board of Trustees, 1959)

Substitute Senate Bill No. 96 adopted in 1976, Amending Section 3791.031 of the Ohio Revised Code, states in part:

"(B) For the purpose of separating persons who smoke from persons who do not smoke for the comfort and health of persons not smoking, in every place of public assembly there shall be an area where smoking is not permitted, which shall be designated a no smoking area...

A no smoking area may include the entire place of public assembly. Designations shall be made by the placement of signs that are clearly visible and that state "no smoking." No person shall remove signs from areas designated as no smoking areas.

(C) No person shall smoke in any area designated as a no smoking area in accordance with Division (B) of this section.

(D) Whoever violates this section is guilty of a minor misdemeanor." (Ohio Revised Code)

POSTING OF SMOKING AREAS

Academic Buildings: There shall be no smoking in classrooms, laboratories, or other instructional rooms at any time. Smoking in academic buildings shall be confined to offices, hallways or restrooms.

Office Buildings: There shall be no smoking in offices and meeting rooms designated no smoking areas. Receptacles will be provided in offices/areas where smoking is permitted; however, smokers will be encouraged to confine smoking to hallways, lobbies and restrooms.

Residence Halls: Smoking is permitted in dining rooms, cafeterias, or other rooms used primarily for the service of food; however, smokers should be aware that tobacco smoke may be offensive to non-smokers.

Theaters, Arenas, etc.: In enclosed theaters, opera houses, auditoriums, arenas, and gymnasiums smoking will be confined to hallways, lobbies, restrooms where receptacles will be provided.

Libraries: Smoking by library patrons is permitted only in the snack bar and restrooms. Areas for staff smoking is at the discretion of library departments.

Health Center: There shall be no smoking in public areas of the Health Center by patients or employees.

University Union/Offenhauer Conference Area: Smoking will be permitted in those areas used primarily for the service of food plus the bowling area. Meeting rooms (including 11th Floor Offenhauer) will be designated as no smoking areas unless an individual sponsor specifies with the Conference and Arrangements Office to designate a portion of a specific meeting room for smoking.

Elevators: There shall be no smoking in any elevator in any University building.

Public Vehicles: Smoking will be confined to the rear of busses. Smokers are encouraged not to smoke in small vehicles.

SOLICITATION POLICY

The Solicitation Policy has been established to ensure that employees have the ability to perform their duties free from intrusions and that the mission of the University shall proceed unhampered. A copy of the Solicitation Policy is included as Appendix E.

TRANSFER OF EMPLOYEES BETWEEN ADMINISTRATIVE AND CLASSIFIED STATUS

Policy

In keeping with the provisions of the Ohio Revised Code and the guidelines established by the Board of Trustees, this policy statement establishes a basis for the transfer of employees between Administrative and Civil Service status, hereafter referred to as "Unclassified" and "Classified" employees respectively.

The Ohio Revised Code and Trustees guidelines generally authorize Unclassified appointments only to staff members broadly engaged in professional, executive or managerial level responsibilities.

A transfer between Classified and Unclassified status must satisfy all of the following conditions:

1. It must enhance the administrative and/or operational effectiveness of the unit concerned;
2. It must be based upon a substantive and demonstrable change in duties and responsibilities;
3. It cannot be justified solely upon the basis of factors related to compensation; and
4. In the case of a proposed movement to the unclassified status, it must be demonstrated that there is no suitable classification in Classified status that would be more appropriate.

Procedures

The procedures for requesting a transfer from one status to the other will be as follows:

1. Requests for transfer will be directed to the appropriate Vice President through the Office of Personnel Support Services (for technical review, comment, and recommendation).
2. Final approval for a transfer between the Classified and Unclassified status rests with the appropriate Vice President, consistent with University policy.

Scope

This policy applies to all positions at the University, including the Firelands Campus and other Bowling Green State University off-campus sites.

TRAVEL

Off-campus travel on University business and to professional meetings may be reimbursed in part or in full depending upon departmental policies and available funds. All reimbursement is subject to University policy, a copy of which may be obtained from the Business Office. Transportation fares through travel agencies and registrations in excess of \$50.00 can be paid in advance

Each administrative unit budget supervisor is responsible for approving travel expenses for individual departments. The administrative unit supervisor must seek approval for personal travel reimbursement from the next level administrator. The completed copy of the "EGSU Travel Expense Report" should be submitted to the Business Office for reimbursement.

VOTING TIME

Administrative staff members are encouraged to vote in local, state, and national elections before and after regular hours or during the lunch break. When this is not possible, a staff member may be excused for one hour to vote with the approval of the immediate supervisor.

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APPENDIX A
BY-LAWS OF THE
ADMINISTRATIVE STAFF COUNCIL

ARTICLE 1 MEETINGS

Section 1: Regular Council Meetings

Regular meetings of the Administrative Staff Council shall be held once each month during the academic year and as needed during the summer. Council members are expected to attend each meeting and will be notified of the date, time, and location at least two weeks prior to the date.

Section 2: Special Council Meetings

Special meetings of the Administrative Staff Council may be called by the Executive Committee or by one-third of the members of the full Council.

Section 3: Administrative Staff Meetings

The entire Bowling Green State University administrative staff will meet at a called session at least once each year. Special meetings of this group may be called upon the request of ten percent of the full membership of the administrative staff or by a majority of the members of the Administrative Staff Council. The Secretary shall provide due notification of all meetings. Issues may be discussed and suggestions made. Any votes to be taken will be by ballot distributed to the entire administrative staff.

Section 4: Executive Committee Meetings

The Administrative Staff Council Executive Committee shall meet twice each month during the academic year and once each month at other times. Special meetings of the Executive Committee may be called by the Chair or by a majority of the members of the Committee.

Section 5: Alternates at ASC Meetings

Alternates may be designated by any Administrative Staff Council member who finds that attendance at an Administrative Staff Council meeting is not possible. Alternates must be chosen from the Vice Presidential or Presidential area represented by the council member and must be identified to the Administrative Staff Council Chair prior to the beginning of the meeting. An alternate so chosen and so identified may participate in discussion, initiate motions, and vote on all issues, save those involving amendment to the Charter or By-Laws. Alternates may replace any single council member no more than three times in one year.

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Section 6: Attendance Policy

Administrative Staff Council members will select a designated alternate who may substitute for said ASC member a maximum of 3 times per fiscal year. An ASC member who is absent in excess of these 3 regular meetings shall be designated by the Executive Committee as absentee.

After the absentee Administrative Staff Council member has been notified by the Secretary of his/her designation as absentee, his/her name shall be placed before all Administrative Staff Council members at any regular meeting. At that time, a vote of two-thirds of those present shall be sufficient to remove the absentee Administrative Staff Council member from office.

ARTICLE 2 COMMITTEES

Section 1: Executive Committee

The ASC Executive Committee shall act for the Administrative Staff Council between meetings and shall act as or designate a liaison between the Administrative Staff Council and other governance groups, individuals, and agencies. The Executive Committee shall set the agendas for ASC meetings and shall set priorities and goals yearly in September.

Section 2: ASC Standing Committees

The members of ASC standing committees will be ASC members and will be elected by ASC representatives. ASC members may be nominated or may volunteer to serve on ASC standing committees. Membership on these committees ends with the individual ASC elected terms. Standing committees may appoint subcommittees whose members need not be ASC representatives. Chairs shall be elected by the committees unless stated otherwise. Each chair shall submit in May a yearly report of the committee's activities to the Executive Committee. The duties and responsibilities of the following ASC standing committees are:

- A. Elections Committee - This committee shall be composed of the ASC secretary, who shall be its chair, and two other council members. The committee shall assist the secretary in initiating, conducting, tabulating and announcing the results of nominations and elections for both ASC and appropriate university standing committees and in maintaining election eligibility and voting records.

- B. Professional Development Committee - This four-member committee is charged with aiding and encouraging the professional growth and development of administrative staff. It shall study and recommend action with regard to professional leaves, continuing education and recognition of professional achievement.
- C. Personnel/Welfare - This committee shall be composed of four members who will annually review the administrative staff handbook. The committee shall also review, study and recommend council action on matters involving salary, benefits, performance, evaluation and policies and procedures which affect the functioning of administrative staff in their positions.
- D. Finance - This committee of two members, one of whom will be the Chair-Elect, shall prepare annually the ASC budget and submit it to the ASC for approval prior to its submission to the university budget committee.
- E. Scholarship - This committee shall be composed of three members. The responsibility of the committee shall be to administer all aspects of the administrative staff scholarship program.
- F. Amendments - This committee shall be comprised of two members. It shall both initiate and receive proposed amendments to the charter or By-Laws and shall report to the ASC on all proposed amendments.
- G. Ferrari Award - This committee shall handle all responsibilities associated with the advertisement, selection, and presentation of the annual Ferrari Award.

Section 3: University Standing Committees

Those administrative staff elected to university standing committees need not be ASC representatives and shall be elected by the entire administrative staff. In the event of an unanticipated request for an administrative staff representative to a committee, agency, panel, or other such body, the Executive Committee may appoint an administrative staff member for the first term only. Subsequent representatives shall be elected. Each elected representative shall serve for the term designated by the particular committee. In the event that no length of service is set by the individual committee, the term shall last one year.

Section 4: Ad Hoc Committees

ASC ad hoc committees shall be created by the Executive Committee which will appoint members who need not be ASC representatives. The Executive Committee shall also appoint representatives of the administrative staff to university ad hoc committees. After two years, an ASC ad hoc committee shall either cease to function or shall request to be made a standing committee through the Amendments Committee.

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ARTICLE 3 APPORTIONMENT OF THE ADMINISTRATIVE STAFF COUNCIL
MEMBERSHIP

Annually the Executive Committee shall assess the apportionment of the ASC membership for the purpose of determining proportional representation on the ASC as provided for in Section III of the Administrative Staff Council Charter. The Executive Committee shall report its findings to the ASC.

ARTICLE 4 ELECTIONS

Section 1: Elections to the Administrative Staff Council

A. Nominations

On completion of the apportionment of the ASC membership, the election committee annually, shall seek nominations of candidates for election to ASC. Nominations shall be made by and from among the total administrative staff by vice presidential or presidential area.

B. Elections

The election committee, annually and following certification of candidates, shall conduct the ASC election. Votes shall be cast by the total administrative staff for those candidates in their vice presidential or presidential area.

Section 2: Nominations and Elections to University Standing
Committees

Any administrative staff member shall be eligible for membership on University Standing Committees as provided in Article 2, Section 3 of the By-Laws of the Administrative Staff Council.

A. Nominations

Annually the Election Committee will seek from the total administrative staff nominations and volunteers for election to specific University Standing Committees.

B. Election

The Election Committee, annually and upon certification of candidates, shall conduct the election of members to specific University Standing Committees. Votes shall be cast by the total Administrative Staff.

Section 3: Nomination and Election of ASC Officers

The ASC officers shall be those defined in Section IV of the Administrative Staff Council Charter.

A. Nominations

On completion of the election of ASC representatives, the Election Committee, annually shall request of the Executive Committee that it prepare a list of nominees for election as officers of ASC. Also, annually the Election Committee, by notice filed through the Monitor, shall solicit additional nominations for ASC officers by the total Administrative Staff. Nominees for election as ASC officers shall be drawn from the Administrative Staff Council.

B. Elections

The Election Committee, annually and following certification of candidates, shall conduct the election of ASC officers. Votes shall be cast by the total Administrative Staff.

Section 4: Nomination and Election of ASC Area Representatives to the Executive Committee

The area representatives to the Executive Committee shall be those defined in Section IV of the Administrative Staff Council Charter. Area representatives serve one-year terms and are eligible for re-election.

A. Nominations

Annually the Election Committee will prepare a list by vice presidential area of those ASC members eligible for election to the Executive Committee.

B. Elections

The Election Committee, annually and following certification of candidates shall conduct the election of ASC area representatives to the Executive Committee. Votes shall be cast by the total Administrative Staff for those candidates in their vice presidential area.

Section 5: Nomination and Election to ASC Standing Committees

ASC Standing Committees shall be comprised of members of the ASC as provided for in Article 2, Section 2 of the By-Laws of the Administrative Staff Council.

A. Nominations

ASC members may be nominated or may volunteer to serve on ASC Standing Committees. Annually the Election Committee will solicit nominations and volunteers to serve on ASC Standing Committees.

B. Election

The Election Committee annually and following certification of candidates, shall conduct the election of members to ASC Standing Committees. Votes shall be cast by the total ASC membership.

Section 6: General Procedures

- A. The Election Committee shall prepare, distribute, receive and tabulate all nomination forms and election ballots.
- B. The Election Committee shall certify candidates to include eligibility for the office and the consent of the candidate to stand for election.
- C. The Election Committee shall certify the results of elections. Such certification shall be reported to the Executive Committee.
- D. The Election Committee shall conduct nominations and elections designated in the By-Laws.
- E. The final date for receipt of nomination forms and election ballots is ten (10) work days after distribution by the Election Committee.
- F. The results of all nominations and elections shall be reported to the Administrative Staff Council by the Election Committee at the first regularly scheduled ASC meeting following tabulation of the results.
- G. The Election Committee shall retain all nomination forms, election ballots and working papers for a period of twenty (20) work days following their tabulation after which time they shall be destroyed.

- H. The secretary of ASC shall maintain a permanent record of all nominations and election results.
- I. The Executive Committee shall decide any challenge to the conduct or results of a nomination process or of an election.

Section 7: Run-Off Elections

If on the first ballot in an election no one candidate receives a majority of the votes cast, balloting shall continue until one candidate receives a majority of the votes cast. Ballots subsequent to the first will include the names of those who received the highest number of votes and who, taken together, received at least 51 percent of the votes cast.

ARTICLE 5 VACANCIES

Positions vacated by resignation or for other reasons prior to the dates of the annual election for the position vacated shall be filled as follows.

Section 1: ASC Chair

A vacancy in the position of ASC Chair shall be filled by the Chair-Elect.

Section 2: Other Vacancies

A vacancy in other positions provided for in the Administrative Staff Council Charter and the By-Laws shall be filled by the person who, in the preceding election, received the next highest number of votes for the position vacated. In the event that there is a tie in the number of votes for the persons receiving the next highest number of votes, the vacancy shall be filled by lot conducted by the Executive Committee.

In the event that a vacancy is not filled as specified in Article 5, Sections 1 and 2, the Election Committee shall conduct a special election following the election procedures for that position.

ARTICLE 6 FINANCE

A committee consisting of at least two ASC members, chaired by the chair-elect, shall have the responsibility for the budgeting and control of funds designated for the Administrative Staff Council as follows:

University Budgets:

Prepare and submit an annual budget for the coming fiscal year to the Administrative Staff Council for review and approval.

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After ASC approval, submit the proposed budget request to the appropriate University budget review committee according to established procedure.

Foundation Account

This account will include cash donations from dues and other contributions not part of the University budget to be used as the need arises.

Persons authorized to pay expenses through the budget and the Foundation Account will be the Chair, Chair-Elect or Secretary.

In addition, a final annual report for the preceding fiscal year for both the University budget and the Foundation Account will be submitted to the Administrative Staff Council by October 30.

ARTICLE 7 OFFICIAL LIAISON

Section 1: President's Representative

The Assistant to the President of Bowling Green State University, or other designee as appointed by the President, shall be the official President's liaison with the Administrative Staff Council. The President of the University will have a standing invitation to meet with the Council.

Section 2: Media Representative

The "Monitor", published by the Bowling Green State University Office of Public Relations, will be the official vehicle used to disseminate Administrative Staff Council information to all administrative staff members and other members of the university community. Additional forms of communication may be used as deemed necessary.

Section 3: Faculty Senate

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Faculty Senate. This liaison will attend meetings of the Senate and will serve as a communications link between the two groups.

Section 4: Classified Staff Council

The Chair of the Administrative Staff Council Executive Committee will appoint a member of the Council to serve as liaison with the Bowling Green State University Classified Staff Council. This liaison will attend meetings of the CSC and will serve as a communications link between the two groups.

ARTICLE 8 QUORUM

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Section 1: ASC and ASC Committees

For the conduct of ASC or committee business, a quorum shall consist of a majority of Administrative Staff Council or committee membership.

Section 2: Full Administrative Staff

At a meeting of the full administrative staff, those present constitute a quorum.

ARTICLE 9 RULES OF ORDER

Robert's Rules of Order, Newly Revised, shall be the authority on parliamentary procedure at any meeting of the council or its committees.

ARTICLE 10 AMENDMENTS OF BY-LAWS

Section 1

Amendments to the By-Laws may be proposed by one or more of the following:

- a) by majority of the Executive Committee
- b) by petition signed by 10% of the ASC membership
- c) by the Amendments Committee
- d) by petition signed by 10% of the full administrative staff

Section 2

The Amendments Committee will receive all proposed amendments to the By-Laws. The proposed amendment shall be presented in writing at the first Administrative Staff Council meeting following its receipt by the Amendments Committee. The amendment will not be debated, refined and/or amended but members of the council may ask questions in order to clarify any part of the amendment.

Section 3

The text of the printed amendment will be sent by the secretary to all Administrative Staff Council members at least twenty days prior to its consideration.

Section 4

The proposed amendment, after meeting all requirements of this article shall be placed on the agenda of a council meeting at which time the amendment may be debated, refined and/or amended before final vote.

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Section 5

The By-Laws shall be amended by a three-fourths (3/4) vote of the members present at the council meeting.

Section 6

Voting on proposed amendments to the By-Laws shall be by written ballot.

Section 7

Unless otherwise provided, all amendments shall take effect immediately.

Section 8

A proposed amendment to the By-Laws may be withdrawn by a majority of the petitioners or by written request of the Executive Committee.

APPENDIX B
RACIAL AND ETHNIC HARASSMENT POLICY
BOWLING GREEN STATE UNIVERSITY

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The policy of Bowling Green State University is that racial and ethnic harassment will not be condoned. Moreover, the University will use its influence to encourage the community-at-large to treat its students, faculty and staff and affiliated visitors in a manner consistent with the principles of this policy. The policy is in keeping with the spirit and intent of federal, state, municipal and University guidelines governing racial discrimination.

I. Definition

Racial and ethnic harassment constitutes any physical or verbal behavior that subjects an individual to an intimidating, hostile or offensive educational, employment or living environment. Such harassment:

- A) denigrates or stereotypes an individual because of his or her racial or ethnic affiliation;
- B) demeans or slurs an individual through pictorial illustrations, graffiti or written documents or material because of his or her racial or ethnic affiliation;
- C) makes unwarranted and disparaging references or innuendos in attributing an individual's personal conduct, habit or life-style to his or her racial or ethnic affiliation.

II. Regulations

- A) It is a violation of University policy and the Student Code for any member of the faculty, administrative and classified staff or student body to engage in harassment, as is defined in Section I.
- B) It is a violation of University policy to retaliate against anyone bringing forth an honestly perceived complaint of racial or ethnic harassment.

III. Responsibilities

- A) On a University-wide basis, the Affirmative Action Office is responsible for the coordination and implementation of Bowling Green State University's Racial and Ethnic Harassment Policy. This office will serve as the resource with regard to all matters of this nature.
- B) Each dean, director, department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this policy within his or her area of responsibility. Persons at this level are also responsible for referring reported unresolved incidents of racial and ethnic harassment to the Affirmative Action Office.

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III. Responsibilities (continued)

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- C) As a University policy, it is the responsibility of each faculty member, administrative staff member and classified staff member to ensure adherence to this policy within his or her area of responsibility.
- D) It is the responsibility of all members of the University community to discourage harassment, report such incidents and cooperate in any investigation which might result.

IV. Grievance Procedures

The procedures outlined below are designed to provide sufficient flexibility in which to deal with allegations of racial or ethnic harassment. They are intended to be responsive to particular situations and to be as formal or informal as allegations dictate.

A) Procedure for the Complainant

1. Any individual who believes that he or she has been racially or ethnically harassed should contact the Affirmative Action Office. Staff in this office initially will discuss the matter with the complainant to ascertain, as fully as possible, the validity of the charges and the scope of the problem. At this time, it will be determined if there is a basis for investigation.
2. Initial discussions with staff in the Affirmative Action Office should not make reference to the name of any accused person unless the complainant is ready to file a formal complaint and proceed with an investigation.
3. Before the Office can begin its investigation, the allegations must be submitted, in writing, to the Director of Affirmative Action. Until this occurs, the matter will not be discussed with anyone other than the complainant.
4. An investigation will be conducted by a staff person in the Affirmative Action Office only if the complainant has filed a formal, written complaint.
5. The role of the Affirmative Action Office in the processing of the complaint will include, but is not limited to the following:
 - a. consultation with the complainant,
 - b. discussion with appropriate persons suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint,

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c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the appropriate Vice President for administrative action. A copy will also be sent to the complainant and the respondent.

6. If the complainant is not satisfied with the action taken by the Vice President, he or she may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of notification of the appropriate Vice President's action. The President will review the appeal and respond, in writing, to all parties--respondent, complainant, Director of Affirmative Action, and the Vice President--concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after receiving the appeal.

B) Procedure for the Respondent

1. Investigations regarding alleged instances of harassment will be conducted by staff in the Affirmative Action Office only if a formal, written complaint has been filed with the Director of Affirmative Action.
2. The role of the Affirmative Action Office in the processing of the complaint will include, but is not limited to the following:
 - a. consultation with the respondent,
 - b. discussion with the appropriate persons suggested by respondent who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint,
 - c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the Vice President for appropriate administrative action. A copy will also be sent to the complainant and the respondent.

3. If the respondent is not satisfied with the action by the Vice President, he or she may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of the notification of the Vice President's action. The President will review the appeal and respond, in writing, to all parties--respondent, complainant, Director of Affirmative Action, and the Vice President--concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after the appeal.

C) Principles

In investigating complaints of racial or ethnic harassment, the following principles will be adhered to:

1. Each complaint will be handled on an individual, case-by-case basis, considering the complete record and all relevant circumstances.
2. Investigation will be conducted as fairly and expeditiously as possible.
3. In investigating complaints of racial or ethnic harassment, complete confidentiality will be maintained in consideration of both the complainant and the respondent.
4. An individual bringing forth a complaint of racial or ethnic harassment will not suffer any type of retaliation regardless of the outcome of the complaint.
5. The complaint will be resolved in a manner which is consistent with this policy and also fair and equitable to all parties concerned.
6. Nothing in this policy should be interpreted as interfering with the practice of academic freedom at Bowling Green State University.
7. The purpose of this policy is to end racial and ethnic harassment, and therefore it may not be used by a complainant to achieve personal goals not in conformity with the purpose of this policy.

Passed by Equal Opportunity Committee on 1/24/85.

Passed by Faculty Senate on 3/18/85.

Revisions passed by Equal Opportunity Committee on 3/25/85.

APPENDIX C
SEXUAL HARASSMENT POLICY FOR
BOWLING GREEN STATE UNIVERSITY

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Policy Statement

It is the policy of Bowling Green State University that sexual harassment will not be condoned. This policy applies equally to faculty, administrative and classified staff, and student and is in keeping with the spirit and intent of guidelines on discrimination because of sex.

Policy Guidelines and Procedures

I. Definition

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic pursuits,
- B. submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- C. such conduct has the purpose or effect of unreasonably interfering with an individual's employment or academic performance or creating an intimidating, hostile or offensive working or educational environment.

II. Regulations

- A. It is a violation of University policy for any member of the faculty, administrative and classified staff, or student body to engage in sexual harassment, as defined in Section I.
- B. It is a violation of University policy to retaliate against anyone bringing forth an honestly perceived complaint of sexual harassment.

III. Responsibilities

- A. On a university-wide basis, the Affirmative Action Office is responsible for the coordination and implementation of Bowling Green State University's sexual harassment policy. This office will serve as the resource with regard to all matters of this nature.

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- B. Each dean, director, department chair, and administrative head of an operational unit is responsible for the dissemination and implementation of this policy within his or her area of responsibility. Persons at this level are also responsible for referring reported incidents of sexual harassment to the Affirmative Action Office.
 - C. It is expected that each faculty member, administrative staff member and classified staff member will ensure adherence to this policy within his or her area of responsibility. Such efforts are largely a matter of good faith.
 - D. It is the responsibility of all members of the University community to discourage sexual harassment, report such incidents, and cooperate in any investigation which might result.

IV. Grievance Procedures

The procedures outlined below are designed to provide sufficient flexibility in which to deal with the wide range of incidents which fall under the term "sexual harassment." They are intended to be responsive to the particular situation at hand and will be as formal or informal as the allegations under review indicate.

A. Procedure for the Complainant

1. Any individual who believes that he or she has been sexually harassed should contact the Affirmative Action Office. Staff in this office will initially discuss the matter with the complainant to ascertain as fully as possible, the validity of the charges and the scope of the problem. At this time, it will be determined if there is a basis for investigation.
2. Initial discussions with staff in the Affirmative Action Office should not make reference to the name of any accused person unless the complainant is ready to file a formal complaint and proceed with an investigation.
3. Before the office can begin its investigation, the allegations must be submitted, in writing, to the Director of Affirmative Action. Until this occurs, the matter will not be discussed with anyone other than the complainant.
4. An investigation will be conducted by a staff person in the Affirmative Action Office only if the complainant has filed a formal, written complaint.

5. The role of the Affirmative Action Office in the processing of the complaint will include, but is not limited to, the following:
 - a. consultation with the complainant,
 - b. discussion with appropriate persons suggested by the complainant who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint,
 - c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the appropriate Vice President for administrative action. A copy will also be sent to the complainant and the respondent.
6. If the complainant is not satisfied with the action taken by the Vice President, he or she may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of notification of the appropriate Vice President's decision. The President will review the appeal and respond, in writing, to all parties--respondent, complainant, Director of Affirmative Action, and the Vice President--concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after receiving the appeal.

B. Procedure for the Respondent

1. Investigations regarding alleged instances of sexual harassment will be conducted by staff in the Affirmative Action Office only if a formal, written complaint has been filed with the Director of Affirmative Action.
2. The role of the Affirmative Action Office in the processing of the complaint will include, but is not limited to, the following:
 - a. consultation with the respondent,
 - b. discussion with appropriate persons suggested by the respondent who may have knowledge of the situation and can be of assistance in establishing the facts of the complaint.

- c. preparing a complete investigative report of the complaint. This report will include recommendations for resolution. It will be submitted, in writing, to the Vice President for appropriate administrative action. A copy will also be sent to the complainant and the respondent.
3. If the respondent is not satisfied with the action taken by the Vice President, he or she may appeal, in writing, to the President of the University. The appeal must be filed within seven (7) calendar days of the notification of the Vice President's decision. The President will review the appeal and respond, in writing, to all parties--respondent, complainant, Director of Affirmative Action, and the Vice President--concerning his or her disposition of the appeal. This must be done within ten (10) calendar days after receiving the appeal.

C. Principles

In investigating complaints of sexual harassment, the following principles will be adhered to:

1. Each complaint will be handled on an individual, case-by-case basis, taking a look at the record as a whole and at the totality of circumstances.
2. The investigation will be conducted as fairly and expeditiously as possible.
3. In investigating complaints of sexual harassment, confidentiality will be accorded the utmost respect for both the complainant and the respondent.
4. An individual bringing forth an honestly perceived complaint of sexual harassment will not suffer any type of retaliation regardless of the outcome of the complaint.
5. The complaint will be resolved in a manner which is consistent with this policy and also fair and equitable to all parties concerned.

Approved by the Board of Trustees on October 9, 1981

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APPENDIX D
UNIVERSITY SPONSORED PROFESSIONAL AND
EDUCATIONAL DEVELOPMENT PROGRAMS

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Bowling Green State University supports and encourages professional development and educational growth for administrative staff. It recognizes that programs aimed at professional development and educational growth benefit the University and the individual through increased effectiveness and professional enhancement. Toward this end, the University encourages flexibility in the planning of and attendance at programs which address these objectives.

GUIDELINES

Opportunities for professional development and educational growth are available in many forms including credit courses, training programs, and sponsored seminars. The following guidelines are intended to set criteria for selecting programs to be sponsored University-wide and to guide program implementation; they are meant to be interpreted broadly, within the context of each program which is proposed.

Programs that provide for professional development and educational growth may enhance effectiveness in specific University assignments and responsibilities or more broadly serve the general interests of the University. These categories are not mutually exclusive. All programs to be sponsored by the University should fall within the following guidelines:

1. Professional and educational development programs that enhance effectiveness in specific University assignments and responsibilities. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition.
 - the program is primarily work related; it may relate to specific tasks or responsibilities or it may offer training related to general skills, knowledge and abilities;
 - the program enhances knowledge or skills related to performance;
 - the knowledge or skills acquired through the program benefit the University and the individual;
 - the program topic is of importance to the University including programs on BGSU policies, procedures and practices.
2. Professional and educational development programs that serve the general interests of the University. Criteria listed below serve as a guide in determining whether a program satisfies the foregoing definition:

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- the program topic serves the interest of the University, but is not primarily task related;
 - the program serves to enhance knowledge of and appreciation of other University areas and departments;
 - the program serves to develop and/or strengthen relationships among areas and departments within the University.

PROCEDURES

1. The responsibility for implementing University-wide professional and educational development programs for administrative staff rests mainly with the Director of Administrative Staff Personnel Services.
2. The Professional Development Committee of the Administrative Staff Council in conjunction with the Director of Administrative Staff Personnel Services will identify topics and schedules for sponsored programs.
3. Staff members may submit suggestions for professional and educational development programs to Administrative Staff Personnel Services or to the Administrative Staff Council.
4. Any program proposed for sponsorship by Administrative Staff Personnel Services must be supported by a statement of its purpose and objectives according to the above guidelines.
5. Proposals will be reviewed and approved by the Director of Administrative Staff Personnel Services and the Professional Development Committee of the Administrative Staff Council. If there is a question concerning the nature of the program, the Director of Administrative Staff Personnel Services will request further clarification about the proposed program from the initiator.
6. The Office of Administrative Staff Personnel Services will make necessary arrangements including speaker or trainer arrangements, room reservation, program announcements and other assistance requested. Expenses for programs will be shared by the Office of Administrative Staff Personnel Services, Administrative Staff Council, University departments, and/or staff members as determined in advance.
7. Participation in professional and educational development programs during regular work hours must be approved by the employee's area vice president.

APPENDIX E
BOWLING GREEN STATE UNIVERSITY
EMPLOYEE SOLICITATION POLICY

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PREFACE

This policy is framed to permit all Bowling Green State University employees to perform their jobs free from intrusions and to ensure that the missions of the University shall proceed unhampered. It also is recognized, however, that the atmosphere of a University requires "academic freedom, the full freedom of speech, freedom to teach, to learn and to conduct inquiry in a spirit of openness necessary to the acceptance of criticism, the expression of differing opinions and the pursuit of truth" (Article I, 1. of the Academic Charter). Furthermore, "all members of the University Community and the Trustees have legitimate concerns about all aspects of the University" (Article I) and "the people who create and maintain the University constitute the University Community" (students, faculty, administrative staff, classified, administration).

DEFINITIONS

1. Working time: Those hours during which faculty employees are engaged in the primary University function for which they were hired. Classified and administrative staff working time shall mean accepted work-shift or hours during which employees are engaged in the primary function for which they were employed.
2. Internal organization: Any organization or association made up exclusively of University employees. Local affiliation with a regional, state, or national organization shall not preclude a University group being defined as an internal organization.
3. External organization: Any organization or association of individuals that is not made up exclusively of University employees.
4. Solicitation: Any activity which is designed to advertise, promote or sell any product or commercial service, or encourage support for or membership in any group, association or organization.

I. Disruption of working time

A person's ability to perform his or her duties while engaged in the primary University function for which she or he was hired shall not be impaired by any activity conducted for the purpose of advertising, promoting, or selling any product or commercial service or for encouraging or being encouraged to join any group, association, or organization.

II. Use of facilities

(a) campus mail

The internal campus mail system is for the exclusive use of the University and any organization sponsored by (or affiliated with) the University or made up exclusively of students of University employees (whether or not affiliated

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with state or national societies or associations). No commercial use shall be made of the campus mail system.

(b) space

Any organization or individual who wishes to use University space to advertise, promote or sell any product or commercial service or who wishes to encourage membership in any group, association or organization, must obtain authorization of the person or office (e.g., the Space Assignments Office) responsible for that space or facility. Normally, requests to reserve or have access to University space must be filed 48 hours prior to a meeting or visit. The request must state:

- (a) the purpose of the proposed visit; and
- (b) the name of any person(s) or alternates who desire access to the campus.

The Office of Space Assignments will attempt to locate a designated area for use by the non-employee or organization submitting the request and will then issue a permit designating the room and the date and time it may be used. If two or more requests for access to a designated area for the same or over lapping times have been made, the University will attempt to provide alternate designated areas. If no alternate designated area is available, the University will grant access to the available designated area on a rotating basis with equal time for its use. If the designated areas are unavailable due to prior reservation, then the University will immediately notify the requesting party of such conflict.

(c) bulletin boards or other public access areas

Any employee may post notices or other appropriate information on designated employee bulletin boards or other designated public access areas. If the notice contains information about an on-campus meeting during which a product or commercial service is to be advertised, promoted or sold or during which membership in a group, association, or organization SHALL BE ADVOCATED, THE NOTICE shall be consistent with (in terms of designated area, time and date) the permission granted to the organization.

III. Distribution of literature

Distribution of literature by any external organization or non-employee within any building on campus shall be limited to public access areas or to other designated areas reserved according to procedures described above in II, b (space).

IV. Violations

Any visitor who violates this policy may be denied use of University facilities for up to one year. Any employee who violates this policy may be disciplined under the conditions and in accordance with the procedures established by and published within the appropriate employee handbook.

APPENDIX F
STATEMENT OF THE ROLE AND MISSION OF
BOWLING GREEN STATE UNIVERSITY

Submitted by: Role and Mission Committee

Arthur Neal, Sociology, Chair
Orlando Behling, Management
Carol Heckman, Biological Sciences
Fred Miller, Philosophy
Douglas Neckers, Chemistry
Fred Pigge, Education
Maurice Sevigny, School of Art
Ron Olsen, Firelands College
Beverly Baker, President, GSS
Brian Baird, President USG
Eloise Clark, Vice President for Academic Affairs
Mary Edmonds, Vice President for Student Affairs
Phil Mason, Assistant to the President
Ann Russell, Board of Trustees
Betty van der Smissen, Chair of Faculty Senate

In Consultation with Subcommittees* Chaired or Co-Chaired by:

Community Linkages Through Educational Programs, David
Elsass and Mearl Guthrie
Community Linkages Through Consultant Services and
Applied Research, Kirk Smith and Dennis Lytle
Graduate Education, Peggy Giordano and Bill Reynolds
International Programs/Students, Douglas Daye
Minority Constituencies, Eloise McKittrick, Errol Lam, and
John Scott
Research, David Newman and Boleslav Povsic
Undergraduate Education, Evron Collins and Richard Hebein

And as Amended by the Faculty Senate, May 1, 1984.

*Copies of the subcommittee reports are available upon request from
the Faculty Senate Office.

PREAMBLE

The mission of the University is to uphold, promote, and implement the educational values essential for the continuation of a free society. In carrying out this mission, the traditional values held by the University community will be relied upon and strengthened. These values are stated in the undergraduate catalog as follows:

Bowling Green State University is dedicated to providing quality academic programs in a learning environment that promotes academic and personal excellence in students, as well as appreciation of intellectual, ethical, and aesthetic values. Wisdom, sound judgment, tolerance and respect for other persons, cultures and ideas are hallmarks of an educated person and the characteristics that the University hopes to develop in students.

The extent to which these goals are met depends upon the intellectual and cultural environment of the University, the wisdom and dedication of the faculty, and the intellectual curiosity, ability and energy of the students. To achieve this end, the University strives to attract the most qualified students and faculty committed to goals of productive research, quality education and scholarly achievement.

The Role and Mission Committee finds these general goals of the University to be excellent ones and hereby affirms that they should continue to be the academic goals of Bowling Green in the future. The Committee recognizes, however, that the University and higher education itself have changed since previous catalog and mission statements were written. Internally, the University has changed through the expanded scope of programs at both the undergraduate and graduate levels, and the image of Bowling Green has shifted from primarily a regional and residential university to an institution with an increasingly national and international focus. Externally, the world has become more interdependent through vast changes in technology and communication, and the emergence of a world economy. In the light of the vast changes both internal and external, it is the aspiration of many students, former students, faculty and administrators for Bowling Green to establish an identity among the academically distinguished universities of this country. Therefore, the Committee proposes the following specific goals for faculty review and approval.

A. CONSTITUENCIES

In the past there has been substantial emphasis on increases in number of students as indices of Bowling Green State University's success. In the future, in part at least because of the Ohio Board of Regents' ceiling on enrollments, growth in numbers will be nonexistent or severely curtailed. We propose that the emphasis for the next decade be on: (a) improving the calibre of undergraduate

students; (b) increasing the proportion of graduate and professional students; (c) increasing the diversity of the student body, and (d) improving the quality of life for students. Goals 1 through 8 deal with these thrusts. The reader should note that specific quantitative targets are stated in the case of only two of the goals. This does not mean that specific targets should not be set in the cases of the other goals. Rather, the omission of such targets should be interpreted as indicating a need for further faculty discussion before they are set. These attributes of a university tend to be interrelated, and a significant improvement in any one of these components will have spill-over effects into other areas. Because of the enrollment ceiling set by the Ohio Board of Regents, Bowling Green has a unique opportunity for directing its resources toward an enhancement of the qualities of the students who attend. Accordingly, an aim of the University is TO INCREASE THE FINANCIAL AID AND SCHOLARSHIPS FOR ACADEMICALLY QUALIFIED STUDENTS. Student body composition, even in a state university, is a function of University choice, and the quality of the students who apply and attend will depend on the financial opportunities available and the quality of the academic programs that are offered. Students enrolling at Bowling Green should have the intellectual and career motivations to benefit from the expertise of the faculty and to have the capacity of successful academic performance in meeting the degree requirements of the University.

Future growth of the University should be measured in terms of quality rather than quantity. Because the growth of Bowling Green as a state university can no longer be measured by the number of students who attend, the opportunities for growth lie in improving the academic skill and talent levels of the student body. Accordingly it is a goal of the University TO BECOME THE FIRST CHOICE OF OHIO HIGH SCHOOL STUDENTS WITH THE HIGHEST ACADEMIC QUALIFICATIONS. A reasonable and achievable measure of progress toward this goal would be a sequential improvement in the average ACT scores of the incoming freshman classes for each year over the next ten years. The available pool of high school graduates in the State of Ohio will remain sufficiently large that colleges and universities with a reputation for excellence will be in a favored position for attracting students.

A related goal is to increase and make more productive the coordinated efforts of the University in the recruitment and subsequent granting of necessary financial aid and scholarships to academically qualified minority students. The culminating goal is TO INCREASE THE NUMBER OF MINORITY STUDENTS WHO ENROLL AND GRADUATE FROM THE UNIVERSITY. There is a need to increase the number of students coming from Hispanic populations as well as from other minority constituencies. To enable Bowling Green students to develop a deeper awareness and appreciation of all minorities, attention should be given to the diversity represented by handicapped/disabled students in addition to the racial and ethnic subgroups of the larger population. The faculty in the various departments of the University should be encouraged to continue the development of special curricular programs for all minority students of high skill and promise.

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The University should promote more of an international and intercultural dimension within its student body and across its academic programs. In order to enrich the cultural diversity of its campus, a goal of Bowling Green State University is TO RECRUIT A SUBSTANTIALLY LARGER NUMBER OF ACADEMICALLY QUALIFIED FOREIGN STUDENTS. This goal necessarily implies that support services will be provided as necessary for improving English proficiency and for making housing and food services available to those students on a 365 day per year basis. The recommendation to recruit additional foreign students assumes that education is one of our most important national resources and that educated persons in positions of national leadership will become increasingly important for the reduction of international conflicts. The multicultural dimension of education at Bowling Green may be further enhanced through the use of visiting or exchange faculty from foreign countries, through incorporating a greater degree of cultural pluralism into the University's curricula and extra curricular programs, and through further development and promotion of study abroad programs.

An ancillary goal related to the University becoming more diverse and less provincial is TO ATTRACT INCREASING NUMBERS OF ACADEMICALLY QUALIFIED STUDENTS FROM OUT-OF-STATE. The success of the University in recruiting more undergraduate students from outside the state of Ohio will in large measure depend on enhancing the reputation of Bowling Green for the quality of its academic programs. The merits of our outstanding programs should be publicized and the recruitment talents of graduates of the University should be enlisted. The University should explore ways of reducing tuition costs for highly qualified students from out-of-state, including the feasibility of negotiating reciprocal fee waivers with other states of convincing the Ohio Board of Regents to change its funding formula.

Generally, academically distinguished universities have a higher proportion of graduate students than is currently the case at Bowling Green. To improve our national and international reputation, growth at the graduate level is essential. While the University will continue to maintain a strong undergraduate emphasis, it is a goal of the University TO INCREASE SUBSTANTIALLY THE NUMBER OF ITS GRADUATE STUDENTS OVER THE NEXT TEN YEARS. This is to be accomplished through more active recruitment of top quality graduate students, enhancement of existing graduate departments or areas, and the development of selected new graduate programs. The anticipated gradual student growth at the graduate levels will necessitate a similar reduction in the number of undergraduate students on the main campus. A greater proportion of graduate and professional students, relative to undergraduates will invigorate the intellectual environment of the entire University community.

The University should be more concerned with the growing number of "non-traditional students," whose educational and career experience patterns, preparatory backgrounds, special qualifications, interests, and life/career aspirations require special recognition and response on the part of the University. These are the students who have experienced an interruption of their formal education for a

variety of reasons and are seeking to acquire the skills and knowledge a university has to offer. In recognition of these new constituencies seeking higher education, it is a goal of the University TO ATTRACT ON A YEARLY BASIS AN INCREASING NUMBER OF NON-TRADITIONAL STUDENTS AND TO RESPOND APPROPRIATELY TO THEIR LEVELS OF PREPARATION, EXPERIENCE, NEEDS, AND INTERESTS. The response vehicles will most likely be the programs, or adaptations thereof, of the several undergraduate and graduate areas of the University and the on- and off-campus offerings of the Office of Continuing Education, Regional and Summer Programs, and the availability of evening credit courses.

A state-assisted university has an inherent mandate TO MAKE ITS EDUCATIONAL PROGRAMS, SERVICES, AND THE PROFESSIONAL EXPERTISE OF ITS FACULTY AVAILABLE TO GOVERNMENTAL AGENCIES, BUSINESS FIRMS, EDUCATIONAL INSTITUTIONS, AND OTHER ORGANIZATIONS, GROUPS, AND INDIVIDUALS. Through the provision of such services the university not only contributes to the society in which it exists, but benefits directly in return. Not only does the skill-base of the faculty increase, but the overall understanding of the university by outside constituencies may be increased. Accordingly, the University endorses the desirability of providing consulting and research services to clients in Ohio and elsewhere through organized University programs and through individual faculty-client relationships, so long as such activities are consistent with faculty members' contractual obligations and professional responsibilities.

B. ACADEMIC PROGRAMS

The success of Bowling Green in attracting quality students at both the undergraduate and graduate levels will depend in large measure on the quality of the academic programs that are offered. The University presently offers 189 undergraduate programs, 60 masters' degree options, and Ph.D. degrees in nine different areas. The quality of these programs needs to be periodically reviewed to ensure that they are producing educated persons. The scope and nature of the knowledge and skill required of an educated person has been altered irreversibly through technological advances in recent decades and will continue to change in the future. Programs must be developed to incorporate new subject matter and new modes of learning into the curriculum. Continuing effort is necessary to collect, organize, and interpret the expansion of knowledge in order to illuminate social values and goals as well as to advance them.

Undergraduate Programs

Concerned with excellence and the possibility of changing the composition of students, Bowling Green must marshal the resources of its faculty and staff to build on its traditional strengths. The University's strengths have been the quality and breadth of undergraduate instruction, the accessibility of students of programs of instruction not usually available at comparable institutions, and a distinguished record of research. A goal of the University must be TO MAINTAIN AND ENHANCE THE EXCELLENCE OF UNDERGRADUATE EDUCATION, which is and should remain the cornerstone of the institution. To

keep pace with the innovations in education, departments should review their curricula to ensure that they offer a clearly defined sequence of courses with clearly defined goals, contents, and methodologies; the general education skills should be integrated into this experience. We should consider offering more problem and value centered teaching, more seminar classes, introductions to the major, and capstone experiences. The University should also consider mandatory advising. It should consider increased support for special programs by finding models other than the often restrictive SCH driven system.

A central mission of BGSU is TO PROVIDE ITS UNDERGRADUATE STUDENTS WITH A "PRACTICAL LIBERAL EDUCATION." Emphasis on a practical liberal education recognizes two central needs of students: preparation for a career and preparation for life as an educated person. To ignore or slight either would deprive our students of their futures. Higher education can afford to be neither an "ivory tower" that turns its back on the world while touting the intrinsic benefits of learning, nor a specialized "trade school" which provides training for jobs and, in doing so, neglects preparation of the student for life. The University should strive to provide the broadest possible education, and permit the student to see the world from a perspective wider than the confining limits of the contemporary culture. A practical liberal education cannot be defined as specific number of credit hours in specific areas. The fundamental concern should be with the quality of the education which the University is providing.

Endorsement of the principles of a practical liberal education implies that undergraduate education at Bowling Green State University should include as a minimum: (a) a core of common learning to provide students with functional understanding of the arts and humanities, natural sciences, social and behavioral sciences, and cultures other than their own; (b) skills in writing and reading, speaking and listening, computation and mathematics, problem solving and critical thinking, and decision making and value analysis. Ideally these skills should be taught as integral parts of those courses already in the major fields and the core of common learning. The proliferation of new courses aimed specifically at those skills should be discouraged. Additional components of a practical liberal education include (c) a concentration in a major field, with attention to preparation for a career and for life beyond the career; (d) a means of guiding and supporting students as they become educated generally and in their major specialization; (e) a means of socializing students to the realities of life in a complex and culturally diverse world. These considerations imply several further goals for the University.

Curricula options must be available to accommodate the career interests of students and to recognize the value placed on educated professionals within our society. Accordingly, a goal of the University is TO OFFER PROFESSIONAL DEGREE PROGRAMS. The professional degrees have as their primary emphasis the development of skills, concepts, and sensitivities essential to professional competence. These professionals must function as practitioners who

exhibit both technical competence and a broad knowledge of their speciality field. However, care must be taken to assure that the demands of career preparation do not drive out the liberal component. Space in professional degree programs must be provided to permit students to develop an understanding of other areas of human accomplishment and to hone their abilities to communicate through speaking, reading, and writing. Further, professional students should study the natural and physical sciences, the social sciences, and the humanities. Those enrolling in these programs should be encouraged to select offerings which will equip them to function and to interact with the total society, to adapt to changing social conditions, and to function as contributive and educated persons.

The University should recognize the growing importance of the international component in undergraduate programs, resulting from three trends. First, as citizens, today's students will be confronted throughout their lives with issues that transcend national boundaries and local experiences. The political, economics, and cultural worlds in which they will live will require an understanding of events and forces that shape them and an appreciation of other customs and cultures. Second, much of the economic future of Ohio lies in international trade. Third, students from other nations can be expected to be a larger proportion of EGSU's student body in future years. For these reasons, the University recognizes an important mission of PROVIDING ITS STUDENTS AN EDUCATION WITH AN INTERNATIONAL AND INTERCULTURAL DIMENSION. So interdependent are the political, economic, and cultural worlds that an understanding of the international issues and values that shape them within the context of other cultures and customs, is now necessary for both good citizenship and basic education.

It is also important for Bowling Green to recognize the multicultural dimensions and ethnic pluralism within the adjacent to our national boundaries. In recognition of the cultural diversity of North America, the basic principles of due process, and the importance of a profound regard for integrity of other persons, a mission for the University is TO CREATE AN ENVIRONMENT WHICH WILL UPHOLD, PROMOTE, AND INSTILL MULTICULTURAL VALUES IN STUDENTS, FACULTY, AND STAFF. The multicultural dimension of educational programs holds a special place in the transformation of undergraduate students into educated persons at Bowling Green. Racial and ethnic minorities are underrepresented among the undergraduate constituencies at this University. If the University is to be more successful in attracting minority students, academic programs and the social climate must have something to offer them. Additionally, it is important for the typical student, faculty, and staff at Bowling Green to develop a deeper awareness and appreciation of the differentials in life styles and historical heritages among subgroups of the American population.

Graduate Programs

While Bowling Green has and will continue to maintain a strong undergraduate emphasis, the enhancement of existing graduate departments and the development of selected new graduate programs

will benefit the University. For development in graduate education is not inimical to continuing excellence in undergraduate education. The prestige and recognition accorded to a university at the national and international levels depend in large measure on the quality of the students who elect to study there and on the quality of the programs that are offered to those who attend. To improve our reputation as a mature university, growth at the graduate level is essential. Accordingly, quality programs at the graduate level will be designed to attract a larger number of graduate students, to enhance the research productivity of the faculty, and to create a more cosmopolitan atmosphere on campus.

While Bowling Green will not likely achieve the breadth of graduate offerings that are characteristic of much larger, well-established institutions, an important and realistic goal of the University is TO IMPROVE AND ENHANCE THE GRADUATE PROGRAM THAT ALREADY EXIST ON CAMPUS. Many of our programs are positioned to advance in terms of their quality and visibility. This advancement will, in part, depend on an outlook that reaches far beyond Northwest Ohio in the recruitment of new faculty and graduate students. Additionally, special care must be taken to ensure that when vacancies become available in faculty positions, positions for graduate students, and positions for administrative staff, these are filled with particularly skilled individuals. A few well placed, highly visible, and active faculty, and the presence of qualified graduate students to stimulate and support them in teaching and research can have a tremendous effect in advancing graduate programs. It is likely that strengthening graduate programs in this manner will attract additional graduate students and enhance the overall reputation of the University.

Other opportunities for growth in graduate programs must be explored through an examination of societal need, market demand, and uniqueness of programs. A realistic approach in meeting such opportunities is to draw upon existing strengths and the unique qualifications of the faculty in specific departments to offer programs that do not duplicate those readily available at other state universities. Toward this end, it is a goal of Bowling Green State University TO INITIATE NEW PH.D. PROGRAMS IN SELECTED AREAS. In preparation for new Ph.D. programs, the administration should upgrade the current academic self-study process and make greater use of external review teams. The initiation of new Ph.D. programs should be based upon a clear demonstration of the high quality of the department's faculty and strong evidence for the excellence and feasibility of the proposed program.

Opportunities for growth in strong departments that do not currently have Ph.D. programs must be explored BY INITIATING NEW PROGRAMS AT THE MASTER'S LEVEL. New program planning at the master's level should build upon existing faculty strengths and open up new possibilities for the development of quality programs especially through exploiting interdisciplinary areas. We have seen repeatedly where points of overlap between the more fully established disciplines become the new centers for academic development and innovation. New directions are often forged by opening communication

links between departments and by combining the faculty expertise from two or more disciplinary areas. If programs at the master's level in one of these more specialized areas are perceived as needed and if they represent academic combinations not readily available elsewhere, students might realistically make the decision to attend Bowling Green.

In furtherance of the University's desire to seek additional ways to encompass community linkage, opportunities that are compatible with business and organizational needs must be explored. In assessing alternative areas for growth most likely to reap the greatest benefit to the University, both internal self-study and outside consultants should be utilized. Toward this end, the review processes should be oriented toward developing appropriate new professional programs. Review of the existing structure and content of graduate programs may also suggest new ways of redesigning these programs to meet opportunities that are emerging in the growth-oriented sectors of the American labor force. The same review mechanisms may identify other graduate programs that either have failed to measure up to desired levels of quality or that have outlived their historical usefulness and as a consequence should be eliminated.

C. LEARNING ENVIRONMENTS

Quality graduate and undergraduate education by definition encompasses a strong research component. Because of this every effort must be made TO SUPPORT AND ENHANCE THE ENVIRONMENT IN WHICH RESEARCH TAKES PLACE. Research is the search for new knowledge, and, as such, it is an activity in which all students and faculty members should be engaged. It is likely that graduate and undergraduate students will be highly rewarded by an environment in which research is a central activity. Opportunities for student financial support, laboratory and computer experience, as well as for data collection and analysis and conceptual inspiration all increase to the extent that research is enhanced on this campus. Students at all levels benefit from individuals who are actively involved in the research process, whose research is cited in textbooks and professional journals, and who lend their expertise in evaluating the projects and papers in which students are engaged.

Improvements can be made in both the formal and informal curricula to create an environment more conducive to serious intellectual work, steady development of moral character, and responsible preparation for a career. BGSU can provide, in a large university setting, some of the best experiences which occur in smaller colleges and universities. The University should allocate its resources TO PROVIDE THE PERSONALIZED QUALITIES OF EDUCATION AVAILABLE AT A SMALL SCHOOL AND THE RANGE OF OPPORTUNITIES AVAILABLE AT A LARGE ONE. Using the resources of a large university, Bowling Green can advance this goal by (a) increasing the number of quiet places on campus where students can pursue artistic and intellectual interests; (b) integrating advanced educational technology, such as microcomputers, into living and learning areas to serve as centers for intellectual activity; (c) encouraging positive attitudes toward

human rights among members of the faculty, administration, and staff so that they may serve as role models and mentors in this area; and (d) offering a wide variety of intellectual, cultural, and artistic activities and events.

In promoting the personalized qualities of education, the University system must be sensitive to student feelings, behavior, attitudes, beliefs, understandings and values. Accordingly, it is a goal of the University TO RECOGNIZE THAT THE DEVELOPMENTAL TASKS ESSENTIAL TO EACH INDIVIDUAL MUST BE FOSTERED. The primary forms of essential learning include (a) the development of competencies in intellectual, physical/manual, and interpersonal realms; (b) the functional uses of emotions; (c) the clarification of identity through examining values and goals; (d) the acceptance of diversity and increased tolerance in interpersonal relationships; (e) the creation of purpose in life-style and vocation; and (f) the development of integrity and morality.

In the process of enhancing learning environments, the University should try to help individuals understanding their own needs and aspirations in light of the vast drama of the human condition. Toward this end, an additional goal of the University is TO PROVIDE OPPORTUNITIES FOR STUDENTS TO DEVELOP A SENSE OF PERSONAL FULFILLMENT WITHIN THE CONTEXT OF AN INTERDEPENDENT SOCIETY. This is a necessary goal in the preparation of students for active involvement and participation in the public domains of community, state, and nation. The sense of security and well-being at the individual level depends in large measure upon the type of mediating links that are established with the totality of modern culture.

D. FACULTY AND RESOURCES

The principal role of a member of a university's faculty is to generate and acquire knowledge, to assimilate this knowledge with previous knowledge and experiences, and to transmit this knowledge to the students and to the world. All faculty members should commit themselves to continually improving their teaching ability. Good teaching cannot be sustained for long periods of time in any discipline without knowledge of the frontiers of that discipline acquired through creative scholarship. For faculty members directly and continuously engaged in research inspire students, increase their motivations, and enlarge their opportunities to become educated. Therefore, in order to achieve excellence in educational programs and recognition as a mature university, Bowling Green State University must recognize and support achievements by the University's faculty in both teaching and research.

A primary goal of Bowling Green State University is TO DEVELOP, MAINTAIN AND RECOGNIZE EFFECTIVENESS AND EXCELLENCE IN TEACHING. Effective teaching is an essential part of satisfactory faculty performance and should be a necessary condition for promotion to higher ranks. Annual evaluations should include recognition of good teaching, and the University should continue to find ways to recognize and reward truly exceptional teachers. The faculty should be sufficiently flexible to adjust to significant new educational

demands, and the institution must foster that flexibility by providing for continued faculty development with appropriate resources.

A further goal is to take such steps as are necessary TO MOBILIZE AND ENHANCE THE RESEARCH AND SCHOLARLY PRODUCTIVITY OF THE FACULTY. This goal is grounded in the assumption that educated persons must be taught by creative and productive scholars. As members of a university faculty, scholars are expected to make the findings of research in their disciplines available to students through effective teaching. However, effective teaching should be regarded as a necessary, but not sufficient, condition for satisfactory performance in all departments of the University. All faculty members are expected to make continued and substantial contributions to their respective fields through published research and other recognized scholarly activities. Although research takes different forms in different disciplines, it is a given that all faculty should meet nationally prevailing standards of excellence in their respective fields.

A related goal is TO RECRUIT THE MOST CREATIVE AND PRODUCTIVE FACULTY AND ADMINISTRATIVE STAFF POSSIBLE at Bowling Green State University. The greatest care should be taken to recruit the best candidates in the field, and there should be accountability for hiring decisions at all levels. Long-range goals should be established for the size, mix, and quality of the faculty. In addition to probationary appointments, visiting appointments of established senior scholars and artists in residence should be established, especially in connection with terminal degree and doctoral programs.

It is widely recognized that there is a fundamental unevenness in the present faculty of the University. Some departments are highly productive with established national reputations, while other departments are characterized by little scholarly productivity and by declining academic programs. In order TO MAXIMIZE THE CREATIVE PRODUCTIVITY AND TEACHING EFFECTIVENESS OF THE FACULTY, A POLICY OF DIFFERENTIAL DEPARTMENTAL AND INDIVIDUAL TEACHING LOADS SHOULD BE INSTITUTED. Productivity in terms of publications and creative activity is dependent upon the amount of time faculty members have for these activities. The faculty with the highest potential will be able to realize it only if they have reasonable teaching loads that recognize these differences. Distinctions should be made between graduate and nongraduate teaching faculty. Further, the feasibility of new designation of "research faculty" should be explored. Faculty so designated would have significant reductions in teaching loads, which they would be expected to justify through increased publication, grant-writing, and other forms of scholarly or creative activity.

The support of the research and teaching activities of the faculty, an important goal of the University if TO SIGNIFICANTLY INCREASE THE LEVEL OF EXTERNAL FUNDING FOR RESEARCH AND EDUCATION. This goal will require additional effort by Bowling Green's faculty to obtain outside support for their research activities. In turn, the administration should support productive departments and research

centers with appropriate faculty replacement, equipment, secretarial assistance, and budgetary relief. There should also be a continuing review of University units to determine whether resources can be reallocated for increased effectiveness. Moreover, the University should undertake to increase significantly its endowment to provide more funds for scholarships, fellowships, and grants.

In recognition of the central importance of professional standards of evaluation, THE PRINCIPLES OF ACADEMIC FREEDOM AND FACULTY GOVERNANCE ARE AFFIRMED. This principle holds that the faculty must have the freedom to teach and to perform research unimpeded by the threat of loss of jobs due to personal opinion, or by social stigma due to the nature of their investigations, provided only that these investigations be relevant to the professional area of training within which they are charged with teaching and research. Moreover, participatory governance on the part of faculty must exist at all levels of the University, because no set of managers or administrators has the necessary expertise to understand what is required for the transmission of knowledge and the performance of research in such a vast array of sometimes unallied professional disciplines. At the same time, the structure of governance should be as efficient and nonredundant as possible, so that faculty energies are not depleted in excessive service activities.

EPILOGUE

The implementation of the role and mission of the University will require the coordinated efforts of many academic and administrative units. Existing administrative units should receive the charge to carry out those aspects of the mission that fall within their jurisdiction. Special ad hoc committees should be appointed only in those cases in which the goals of concern are not covered by the existing committee structure, or in those cases in which existing committees do not, or cannot, effectively carry out the objectives with which they are charged. In all cases, the appropriate administrative unit should be held accountable for implementation of the mission of the University. This should include translating the goals into achievable quantitative objectives and developing realistic plans for attaining the objectives.

The current role and mission statement does not suggest a radical departure from the traditional goals of the University. Instead, the concern has been to translate abstract and traditional goals into more specific, policy-oriented directions. Many of the goals are attainable through effective management of existing resources. Other goals will require expanding the financial base of the University. In the case of graduate programs, the funding formula established by the Ohio Board of Regents provides significant opportunities for expansion and development. In other cases, creative administrative leadership will be required for attaining desired goals.

In the process of developing the role and mission statement, many more objectives for the University were identified than were included in the present report. The hopes and aspirations of the

University's faculty are many and varied. Most of the specific goals that were incorporated grew out of the process by which the faculty were involved in reflections of what the role and mission should be. The open hearings conducted by the subcommittees, the two addresses to the faculty by President Olscamp, the final reports of the subcommittees, and the statements submitted by individual faculty members were all an integral part of the process by which the role and missions statement was formulated. The final reports submitted by the subcommittees contain a large number of recommendations for the implementation of the University's goals. Not all of them are feasible, given the current budgetary resources of the University, but many of them are. The appropriate administrative units will receive copies of the subcommittee reports, and the recommendations for goal implementation should receive serious consideration.